

Dedicated Nursing Associates & DNA
Safety Committee Meeting Agenda – Eastern Alliance

Date of Meeting: 09/24/2020

Time of Meeting: 11:30 PM

Location of Meeting: *Suite 202 Conference Room or Teleconference. Conference Line: 412-430-0330, 289688 - 4419*

1. **Roll Call**
2. **Review agenda for this meeting.**
3. **Review and approve last month's meeting minutes.**
4. **Review of workplace accidents that have occurred since the last meeting; discuss contributing cause, root cause, and corrective actions.**
5. **Review the status of old business and the committee's suggested corrective actions.**
 - **Article on "NIOSH How to Prevent Latex Allergies"**
6. **– New Business**
 - **Article on "Sprains and Strains Prevention"**
 - **Discuss workers comp issues and go over ones that are consistently happening**
 - **Next Member to come up with next topics for discussion**
7. **Recommendations to management**

Dedicated Nursing Associates & DNA
Safety Committee Agenda

Meeting Date: 09/24/2020		Time meeting started:	<i>11:30 PM</i>
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Meeting Chairperson: Danielle Reilly	
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<u>Present</u>	<u>Absent</u>
Melissa Spagnol	Chris Young
Christina Zappa	
Roya Fashandi	
Jenna Highfield	
Nikki Raveling	
Danielle Reilly	
Casandra Angelone	
Heidi Zedlar	

Agenda for today's meeting was reviewed by all members: Yes No

Previous meeting minutes from (08/2020) were read and approved: Yes No

Review of Accidents/Incidents Since the Last Meeting (employee, non-employee, vehicle accidents, near misses, property, & other)

Date	Injury Causation (Description)	Assignment/ Client/WC Company	Injured Body Part (Body Part, Left/Right, Lower/Upper)	Follow Up (Communication, Contact Facility, Treatment, Education, etc.)	Recommended Corrective Action	Is Claim Ongoing? Current Outcome
9/1/2020	IW walked backwards and rolled her ankle after forgetting a wheelchair was behind her. IW caught herself before she hit the ground with a wall.	Per diem/ Long Term Care/ Eastern Alliance	Left Foot	Sent education on awareness of surroundings. IW reviewed education, confirmed.	Consider transitional duty.	Ongoing Follow up appt. w/ Ortho. Xray shows acute fracture. Next evaluation on 9/22. This will determine if surgery is needed.
9/9/2020 Reported 9/22/2020	IW was pushing a client and wheelchair out of elevator when it became stuck. IW pushed forcefully and states she felt a popping sensation in her stomach.	Per Diem/Client/ Eastern Alliance	Stomach	Send education from NIOSH on home care equipment.	Assess wheel chair. Offer her continuing work. (hold off)	Ongoing. Employee provided documents stating she has a hernia however she was given a full duty release.

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
NIOSH How to Prevent Latex Allergies	Uploaded to DNA Website

New Business (Round Table Discussion)

<u>Committee Member Name:</u>	<u>Topic / Hazard Identified:</u>	<u>Responsibility Assigned To Whom & Action To Be Taken:</u>
<i>Group</i>	<i>Discuss new incidents</i>	
<i>Group</i>	<i>Article on: Sprains and Strains Prevention</i>	

Other Reports or Guest Speakers

<u>Guest Name:</u>	<u>Topic Discussed / Presented to the Group</u>

Meeting Adjourned:	11:45 AM
Next Meeting:	10/2020
Meeting Minutes Completed By: Jenna Highfield	

- *A copy of these minutes & the agenda should be distributed to all company employees or posted where all employees have access to them.*
- *These meeting minutes should be attached to the corresponding agenda and sign-in sheet, and kept on file with your safety committee records.*
- *Please be certain that the date of the sign-in sheet, agenda, and minutes are all the same for each meeting.*
- *You must maintain these records for at least FIVE years.*