

Dedicated Nursing Associates & DNA
Safety Committee Meeting Minutes – Key Risk

Date of Meeting: 10/28/2020

Time of Meeting: 9:30 AM

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 "Sprains and Strains Prevention"**
6. **– New Business**
 - **Article on " NIOSH How to Prevent Musculoskeletal Disorders, Home Healthcare Workers "**
 - **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: 10/29/2020		Time meeting started:	<i>09:30 AM</i>
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Meeting Chairperson: Danielle Reilly	
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<u>Present</u>	<u>Absent</u>
Heidi Zedlar	Christopher Young
Casandra Angelone	
Christina Zappa	
Roya Fashandi	
Jenna Highfield	
Melissa Spagnol	
Danielle Reilly	
Nikki Raveling	

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

Previous meeting minutes from (09/2020) 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
10/7/2020	IW was rolling a heavier resident. The IW was holding the resident up w/ their L Hand. IW felt a strain while holding. IW stated this was a 1 assist.	Key Risk	L Arm, Elbow pain	Emailed education on patient handling.	Incorporate visual training/interactive PowerPoint with post-test education	Closed. Full duty release on 10/10/2020
10/10/2020	IW worker slipped on puddle of water in front of resident room.	Key Risk	Knee and hip	Emailed education on signage and wet floor.	N/A	Closed. Signed Refusal of Treatment.
10/10/2020	IW was trying to lift the resident from the bed to a wheelchair. The resident started to twist and put all their weight onto the IW. The IW tried to put the resident back onto the bed. IW felt pain in her back. Resident was a 1 assist. However, the IW was informed that the resident utilize a hoist lift occasionally.	Key Risk	Lower back	Email education on patient transfers and body mechanics.	All IW who have transfer injuries we should look at an all-encompassing training before the employee resumes work. Also look at facility, anyone who uses a hoist lift intermittently should be a lift of 2 not 1	Closed. Full duty release given on 10/20/2020
10/15/2020	IW was lifting resident from the toilet the resident leaned back and put all weight on the IW. Felt pain on right side of body.	Key Risk	R shoulder, arm and numbness in fingers	Emailed education on patient transfers.	Interactive transfer education	Open. Restrictions follow up on 11/1/2020.

10/25/2020	IW was boosting resident in bed with a coworker. IW felt a pull; and immediate stabbing pain to right side of lower back. During the boost the bed was at waist level, head down and used proper lifting body mechanics.	Key Risk	R leg and buttock	Education has not been sent yet	Interactive training plus written education	Open. Follow up appt on 10/27, currently has restrictions: no lifting, pushing, pulling over 10 lbs & no bending. Employee was given full duty release effective 10/27
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Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
Sprains and Strains Prevention	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>
Group	Discuss new incidents	
Group	Article on: " NIOSH How to Prevent Musculoskeletal Disorders, Home Healthcare Workers "	Jenna ensure documents are uploaded to DNA website

Other Reports or Guest Speakers

<u>Guest Name:</u>	<u>Topic Discussed / Presented to the Group</u>
Peaches Newby	Recommenations to improve Safety Committee Agenda and policies and procedures.
Cara Neff	Recommenations to improve Safety Committee Agenda and policies and procedures.

Meeting Adjourned:	10:00AM
Next Meeting:	11/2020
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.**