

Dedicated Nursing Associates & DNA
Safety Committee Minutes – Ohio BWC

Date of Meeting: 10/28/2020
Time of Meeting: 10:00 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.**
 - o **Article on " Strains and Sprains Prevention "**
6. **– New Business**
 - o **Article on " NIOSH How to Prevent Musculoskeletal Disorders, Home Healthcare Workers "**
 - o **Discuss workers comp issues and go over ones that are consistently happening**
 - o **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>10:00 AM</i>
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Meeting Chairperson: Danielle Reilly	
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<u>Present</u>	<u>Absent</u>

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
10/15/20	Needlestick to right index finger after administering insulin to a resident. IW stated she was rushing through administering the insulin. IW had gloves on when poked, needle poked through her glove.	Long Term Care/ OH BWC	Right Index Finger	Sought treatment in an Emergency Department on 10/16/20 Send Needlestick education via email on 10/19/20. Signed off confirming completion of education on 10/21/20.		Closed. Medical only claim.

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 "	

Other Reports or Guest Speakers

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

Meeting Adjourned:	
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.*