

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

Date of Meeting: 11/30/2020

Time of Meeting: 10:30 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 "NIOSH How to Prevent Musculoskeletal Disorders, Home Healthcare Workers "**
6. **– New Business**
 - **Article on "NIOSH, Occupational Hazards in Home Healthcare "**
 - **Discuss workers comp issues and go over ones that are consistently happening**
 - **Discuss status/progress of Committee Goals**
 - **Next Member to come up with next topics for discussion**
7. **Recommendations to management**

Dedicated Nursing Associates & DNA
Safety Committee Minutes

Meeting Date: 11/30/2020	Time meeting started: <i>10:30 AM</i>
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Meeting Chairperson: Danielle Reilly

<u>Present</u>	<u>Absent</u>
Christina Zappa	
Chris Young	
Melissa Spagnol	
Danielle Reilly	
Nikki Raveling	
Jenna Highfield	
Cassie Angelone	
Roya Fashandi	

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

Previous meeting minutes from (10/2020) 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 /Facility	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
11/15/2020	IW was in the bathroom washing their hands with the bathroom door opened and a tube came in and spraying started. The IW stated that they had their mouth open and inhaled the spray. They were dizzy, throwing up, scratchy throat. No eye irritation.	Per Diem. National Beef	Face, Nose, Mouth	Emailed education on awareness of surroundings	Follow up with National Beef. Contact Frank.	Closed.
11/18/2020	IW was transferring client into bed and she pulled a muscle in her back.	Per Diem. Home Health. Confidential Client	Back	Emailed education on patient transfers and ergonomics.	NA	Closed. Signed Refusal of Treatment

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
NIOSH How to Prevent Musculoskeletal Disorders, Home Healthcare Workers	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, Occupational Hazards in Home Healthcare "	
Group	Update on Goals	

Status/Progress on Committee Goals

<u>Goal:</u>	<u>Updates/Action to be taken:</u>
Remain in contact with Carly.	

Other Reports or Guest Speakers

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

Meeting Adjourned:	10:45AM
Next Meeting:	12/2020
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.*