

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

Date of Meeting: 11/30/2020

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.**
 - **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>10:00 AM</i>
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Meeting Chairperson: Danielle Reilly

<u>Present</u>	<u>Absent</u>
Jenna Highfield	
Christina Zappa	
Nikki Raveling	
Danielle Reilly	
Chris Young	
Melissa Spagnol	
Heidi Zedlar	
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
11/5/2020	IW was assisting with a combative patient. The patient punched her in the side of the head.	Contract Nursing Home Vero Health & Rehab of Sylva	Head	Combative patient education sent	IW was informed through facility on de escalation	Ongoing Follow up appt 12/17/2020
11/6/2020	IW w/ and another aide were transferring a client from a shower chair to bed. IW wanted to use a lift pad but had to use a bath blanket due to no pads being available. The client had to be lifted over the headboard to be placed on the bed.	Contract Nursing Home Fairview Manor	Sprain of lower back	Emailed education on utilizing lifting techniques and following protocols. Responded 11/18/2020	Submitted to reemployability. Followed up with IW on proper reporting procedure.	Ongoing Follow up appt 11/24/2020
11/11/2020	IW and aide were boosting patient back in bed using a chuck bed pad. After pivoting her into bed the IW stood up and said something was not right, felt like something shifted out of place.	Contract Nursing Home Hermitage Nursing & Rehab	Lower back muscle spasms	Emailed education on ergonomics. Responded 11/18/2020	NA	Ongoing Follow up appt 12/2020 Employee has been submitted to ReEmployA bility
11/14/2020	IW was walking through dementia unit, a resident pulled her hand and would not let go. IW said it felt	Contract Nursing Home	L Hand	Emailed education on working with dementia patients.	NA	Closed Full Duty Release 11/20/2020

	like the resident crushed her hand.	Baldwin Health Center				

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>
<i>Group</i>	<i>Discuss new incidents</i>	
<i>Group</i>	<i>Article on: " NIOSH, Occupational Hazards in Home Healthcare "</i>	
<i>Group</i>	<i>Update on Goals</i>	

Status/Progress on Committee Goals

<u>Goal:</u>	<u>Updates/Action to be taken:</u>
Reemployability	Continue to submit Injured Workers to Reemployability

Other Reports or Guest Speakers

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

Meeting Adjourned:	10:15
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.*