

Dedicated Nursing Associates & DNA
Safety Committee Meeting Minutes – Ohio

Date of Meeting: 11/30/2020

Time of Meeting: 10:15 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 "NIOSH How to Prevent Musculoskeletal Disorders, Home Healthcare Workers "**
6. **– New Business**
 - o **Article on "NIOSH, Occupational Hazards in Home Healthcare "**
 - o **Discuss workers comp issues and go over ones that are consistently happening**
 - o **Discuss status/progress of Committee Goals**
 - o **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>10:15 AM</i>
---------------------------------	----------------------------------------------

Meeting Chairperson: Danielle Reilly

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

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
11/16/2020	The IW stated that she and the aide were lifting a patient from a chair into the bed. The IW said they utilized a hoyer lift to transport the patient. While the patient was in the air being moved the patients body shifted and she struck the IW in the L side of her body.	The Normandy Senior Living. Rocky River, OH	L side of body & lower back/hip	Sent education on Awareness of Surroundings. Acknowledgement receipt of education on 11/19/2020	NA	Closed. Released to full duty on 11/18/2020

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>
Research TPA service	

Other Reports or Guest Speakers

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

Meeting Adjourned:	10:30AM
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.*