

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

Date of Meeting: 12/29/2020

Time of Meeting: 11:00 AM

Location of Meeting: Suite 202 Conference Room or Teleconference. Conference Line: 276-930-4000, Participant Code: 450-366-173

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, Occupational Hazards in Home Healthcare "**
6. **– New Business**
 - o **Article on "NIOSH How to Prevent Exposure in Unsafe Work Conditions"**
 - 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 Agenda

Meeting Date: 12/29/2020	Time meeting started: <i>11:00 AM</i>
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Meeting Chairperson: Danielle Reilly

<u>Present</u>	<u>Absent</u>
Danielle Reilly	Melissa Spagnol
Chris Youg	Heidi Zedlar
Christina Zappa	Cassandra Angelone
Jenna Highfield	
Nikki Raveling	

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

Previous meeting minutes from (11/2020) 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
12/20/2020	IW was burned by flames that shot out from a propane heater due to a wind gust.	Per Diem/ National Beef	R & L lower legs	Spoke with National Beef rep. they informed us that they are looking into alternative heating sources, putting up signage to stay 3ft away. Employees were also informed from DNA to be mindful of their distance to the heaters.	Remind IW to keep distance from heating sources.	Closed Full Duty Release 12/30/2020

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
NIOSH, Occupational Hazards in Home Healthcare	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 Exposure in Unsafe Work Conditions "	JH upload to DNA website
Group	Update on Goals	

Status/Progress on Committee Goals

<u>Goal:</u>	<u>Updates/Action to be taken:</u>

Other Reports or Guest Speakers

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

Danielle to make a motion to close out meeting

Meeting Adjourned:	11:15 AM
Next Meeting:	1/2021
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.*