

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

Date of Meeting: 12/29/2020

Time of Meeting: 11:15 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>11:15 AM</i>
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Meeting Chairperson: Danielle Reilly	
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<u>Present</u>	<u>Absent</u>
Danielle Reilly	Melissa Spagnol
Chris Youg	Heidi Zedlar
Christina Zappa	Cassandra Angelone
Nikki Raveling	
Jenna Highfield	

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
12/7/2020	The IW rolled the resident on their side. The IW felt a pop in their shoulder and some pain. When she pulled her towards her there was not much pain after. Resident was a 2 assist however the aide had gone on her break and did not want to leave the resident in their own feces.	Contract/ St. Anne Home	R Shoulder		Discussion with IW about proper procedures especially pertaining to 2 person lifts.	Closed Full Duty Release 12/18/2020
12/14/2020	IW was in the elevator, she tried to stop the door from closing however the sensors did not pick up her hand. The doors closed on her hand took several tries to get the doors open.	Contract/ Southwestern Nursing Care Center	Right Hand		Use elevator "open door" button instead of body part. IW did already speak to facility about elevator sensor not working properly.	Closed Full Duty Release 12/15/2020
12/16/2020	IW was walking to their car to grab lunch. It was a tarmac parking lot and slipped on snow and ice. There was a build up of about 3 inches of snow.	Contract/ Quality Life Services	Contusion of R knee, strain of unspecified muscle and tendon at shoulder and upper R arm		Prioritize her own safety – do not rush or hurry through snow and ice. Be careful through slippery areas.	Ongoing Restriction follow up on 1/2/2021

12/21/2020	The IW and the floor manager were lifting a client from the floor to the chair they slipped out of. They were unable to lift with the 2 of them. The floor manager then called for one more person to assist while using a gait belt. IW stated they felt a strain from the first lift.	Contract/ Valley Healthcare	Mid to Lower back,		IW did follow 2 person lift protocol but didn't use gait belt first. IW has been informed about speaking up to floor manager to say if they do not feel safe or comfortable following through with a lift.	Ongoing Restrictions Follow up appointment 12/30/2020 Anticipated Full Duty 1/3/2021
12/27/2020	IW was picking up trash near the trash bin in a resident's room. The IW did not realize there was a needle wrapped up in a napkin. The needle stuck them in their L Thumb. IW stated there was no sharps disposal box in their room.	Per Diem/ Saturn Nursing & Rehabilitation	L Thumb		Heidi plus HR to follow up with facility regarding liability of lack of sharps disposal boxes.	Ongoing No restriction needs to follow up with PCP or doctor on panel to be released

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>
<i>Group</i>	<i>Discuss new incidents</i>	
<i>Group</i>	<i>Article on: " NIOSH How to Prevent Exposure in Unsafe Work Conditions "</i>	
<i>Group</i>	<i>Update on Goals</i>	

Jenna made motion to submit new article.

Tina to volunteer to find next article for January

Status/Progress on Committee Goals

<u>Goal:</u>	<u>Updates/Action to be taken:</u>
Nikki gave update on Re-employability	

Other Reports or Guest Speakers

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

Meeting Adjourned:	11:30 AM
Next Meeting:	1/2021
Meeting Minutes Completed By: Jenna Highfield	

Jenna makes motion to close out meeting.

- *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.*