

Dedicated Nursing Associates & DNA
Safety Committee Meeting Minutes – Ohio

Date of Meeting: 12/29/2020

Time of Meeting: 11:30 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>11:30 AM</i>
---------------------------------	--

Meeting Chairperson: Danielle Reilly

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

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
12/1/2020	IW had the paper towel holder front cover fall on their head. The cover was not locked and that's what cause it to fall open on her head.	Dayton/Corporate	R Side of Head		Always ensure items like paper towel holder are locked properly	Closed Signed refusal of treatment
12/2/2020	IW was moving a patient with a Hoyer lift from the bed to a chair. This was done with 3 other people. IW stated their neck got sore. Finished shift but woke up unable to move neck.	Per Diem/ Arbors at Fairlawn	Neck		IW used proper protocol and hoyer lift. Reiterate proper use of lift and body mechanics.	Ongoing Follow Up 12/29/2020
12/16/2020	IW was completing charting when a facility aide told her that was her spot and sprayed bleach on her right arm. The IW arm was swollen and burning.	Per Diem/ McGregor Home	R Arm		Injury was not at fault of IW, there was nothing the IW could have done differently to prevent this injury.	Closed Full Duty Release 12/17/2020

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>
<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 makes a motion to submit article to website.

Status/Progress on Committee Goals

<u>Goal:</u>	<u>Updates/Action to be taken:</u>
Find TPA	Find quotes and create comparison Spreadsheet for Melissa's review

Other Reports or Guest Speakers

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

Jenna makes a motion to close out today's meeting.

Meeting Adjourned:	11:45 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.*