

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

Date of Meeting: 1/29/2021

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.**
 - **Article on "NIOSH How to Prevent Exposure in Unsafe Work Conditions"**
6. **– New Business**
 - **Article on "Lifting and Material Handling – Environment, Health and Safety"**
 - **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: 1/29/2021	Time meeting started: 11:00 AM
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Meeting Chairperson: Danielle Reilly

<u>Present</u>	<u>Absent</u>

Agenda for today's meeting was reviewed by all members: ___Yes __No

Previous meeting minutes from (12/2020) 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
1/13/2021	IW was not paying attention to their surroundings and stubbed their toe on client's electric scooter.	Per Diem Home Health Confidential Client	R Toe	Education on Awareness of Surroundings emailed 1/20/2021 Acknowledgement received 1/20/2021	NA	FULL Duty Release 1/19/2021
1/27/2021	IW was walking client's dog. The dog got spooked and bolted cause the IW to lose their footing. The IW fell forward hitting their face and knee. The IW stated they felt a snap in their back.	Per Diem Confidential Client	Laceration on face, contusion on knee and pulled lower back		Send education via email. Follow up with Eastern on care plan/advice on injury occurred outside of job duties.	1/28 IW seeking treatment restrictions or full duty release pending. Full duty release issued for 2/1/2021

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
"NIOSH How to Prevent Exposure in Unsafe Work Conditions"	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: "Lifting and Material Handling – Environment, Health and Safety"	
Group	Update on Goals	One IW placed on ReEmployAbility assignment start date 1/28.

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>

Meeting Adjourned:	Started at 11:15AM, ended 11:30AM
Next Meeting:	2/2021
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.*