

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

Date of Meeting: 1/29/2021

Time of Meeting: 10:00 AM

Location of Meeting: Suite 202 Conference Room or Teleconference. Conference Line: 267-930-4000, 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: 10:00 AM
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Meeting Chairperson: Danielle Reilly	
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<u>Present</u>	<u>Absent</u>
Christina Zappa	Chris Young
Heidi Zedlar	Danielle Reilly
Jenna Highfield	Cassandra Angelone
Melissa Spagnol	
Nikki Raveling - virtual	

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
1/2/2021	IW was moving hospital beds due to a water break at the facility. IW stated their wrist felt sore and noticed bruising.	Contract Nursing Home Baldwin Health Center	Sprain of L wrist	Ergonomic education sent 1/20/2021 Acknowledgement received 1/25/2021	NA	Full Duty Release 1/17/2021
1/18/2021	IW was lifting resident out of chair. The IW was unable to lift after 2 attempts due to the resident being uncooperative. IW requested assistance from aide was finally able to lift resident out of chair. Felt tight pain and sore in back. IW stated resident was 1 assist.	Per Diem Assisted Living Spring Arbor of Wilmington	Strain of muscle lower back	Safe patient lifting and ergonomics in the workplace sent 1/28/2021 Acknowledgement received 1/28/2021	Follow up questions: Why did she attempt twice before asking for assistance? Educate her that her actions leading up to injury after not asking for help may have lead into her injury. Why was she attempting to get the resident out of the chair?	1/21/2021 Restrictions Follow Up 1/29/2021
1/23/2021	IW was lifting resident from the wheelchair to the bed. The IW stated they felt sharp pains in their chest, left shoulder to their whole back.	Per Diem Nursing Home Hilltop Village Nursing & Rehabilitation Center	Multiple Upper chest, L shoulder, upper & lower back	Wheelchair transfers and ergonomics education sent 1/28/2021	Follow up question: Was the IW lifting or using proper transfer techniques when moving the resident?	1/26/2021 Restrictions Follow Up 2/9/2021

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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>
<i>Group</i>	<i>Discuss new incidents</i>	
<i>Group</i>	<i>Article on: " Lifting and Material Handling – Environment, Health and Safety"</i>	
<i>Group</i>	<i>Update on Goals</i>	One IW placed on ReEmployAbility assignment start date 2/3. Possible 2 nd IW to be placed next week.

Status/Progress on Committee Goals

<u>Goal:</u>	<u>Updates/Action to be taken:</u>
Show Cara Prophecy	Heidi and Tina to show/teach Cara Prophecy
Learn to pull stats from KR portal	Nikki and Tina to set up review meeting with Peaches

Other Reports or Guest Speakers

<u>Guest Name:</u>	<u>Topic Discussed / Presented to the Group</u>
Care Neff	Statistics in relation to strain trends in 2020. Discussion of continuing education we are currently providing to IWs
Peaches Newby	Provided feedback/insight

Meeting Adjourned:	11:00AM
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.*