

Dedicated Nursing Associates & DNA
Safety Committee Meeting Minutes – Ohio

Date of Meeting: 1/29/2021

Time of Meeting: 10:30 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: <i>10:30 AM</i>
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Meeting Chairperson: Danielle Reilly

<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
1/15/2021	IW was removing catheter and after placing urine in cylinder and the urine splashed back up in her eye	Per Diem/ Country Meadows Rehab and Nursing	Right Eye	Education emailed on 1/21/2021 on Empty Urinary Drainage Bag. Acknowledged on 1/21/2021.	NA	Closed. IW Signed Refusal of Treatment

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>	

Group	Article on: "Lifting and Material Handling – Environment, Health and Safety"	
Group	Update on Goals	

Status/Progress on Committee Goals

<u>Goal:</u>	<u>Updates/Action to be taken:</u>
TPA Meeting scheduled for next week	

Other Reports or Guest Speakers

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

Meeting Adjourned:	Started at 11:00, ended 11:15
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.**