

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

**Date of Meeting:** 2/25/2021

**Time of Meeting:** 1:45 PM

**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.**
  - o **Article on" Lifting and Material Handling – Environment, Health and Safety “**
6. **– New Business**
  - o **Article on “How to Use a Hoyer Lift”**
  - 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**

<b>Meeting Date: 2/25/2021</b>	<b>Time meeting started:</b> <i>1:45 PM</i>
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<b>Meeting Chairperson:</b> Danielle Reilly
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<u>Present</u>	<u>Absent</u>
Christina Zappa	Jenna Highfield
Heidi Zedlar	Chris Young
Melissa Spagnol	Cassandra Angelone
Nikki Raveling - virtual	
Danielle Reilly - Virtual	

Agenda for today's meeting was reviewed by all members:  Yes  No

Previous meeting minutes from (1/2021) were read and approved:  Yes  No

**Review of Accidents/Incidents Since the Last Meeting** (employee, non-employee, vehicle accidents, near misses, property, & other)

<b>Date</b>	<b>Injury Causation (Description)</b>	<b>Assignment /Facility</b>	<b>Injured Body Part (Body Part, Left/Right, Lower/Upper)</b>	<b>Follow Up (Communication, Contact Facility, Treatment, Education, etc.)</b>	<b>Recommended Corrective Action</b>	<b>Is Claim Ongoing? Current Outcome</b>

**Status / Progress of Uncompleted Old Business**

<b><u>Old Business Item:</u></b>	<b><u>Updates:</u></b>
“Lifting and Material Handling – Environment Health and Safety”	Uploaded to DNA Website

**New Business (Round Table Discussion)**

<b><u>Committee Member Name:</u></b>	<b><u>Topic / Hazard Identified:</u></b>	<b><u>Responsibility Assigned To Whom &amp; Action To Be Taken:</u></b>
<i>Group</i>	<i>Discuss new incidents</i>	
<i>Group</i>	<i>Article on: "How to use a Hoyer Lift "</i>	
<i>Group</i>	<i>Update on Goals</i>	One IW on ReEmployAbility assignment

## 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:	2:00 PM
Next Meeting:	3/2021
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.*