

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

Date of Meeting: 3/25/2021

Time of Meeting: 1:00 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.**
 - **Article on "How to Use a Hoyer Lift"**
6. **– New Business**
 - **Article on "Understanding and Dealing with Resident Aggression"**
 - **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: 3/25/2021		Time meeting started: 1:00 PM	
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Meeting Chairperson: Danielle Reilly	
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<u>Present</u>	<u>Absent</u>
Christina Zappa	Danielle Reilly
Melissa Spagnol	
Jenna Highfield	
Heidi Zedlar	
Cassandra Angelone	
Chris Young	
Nikki Raveling - virtual	

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

Previous meeting minutes from (2/2021) were read and approved: XYes __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
3/2/2021	IW was assisting with a resident up into a chair. The IW and 2 other aides were utilizing a Hoyer lift. While lowering the patient into the chair, the Hoyer lift flew back and struck her face. The bar hit her face and neck.	Travel Contract/ Lumberton Health and Rehab	Neck and Face	Signed Refusal of Treatment on 3/3/2021	Send Hoyer lift usage instructions and awareness of surroundings education. Get confirmation for IW	Closed. Record Only
3/6/2021	IW was kicked in the chest by a combative resident.	Travel Contract/ Cedar Haven Healthcare Center	Chest	Refusal of Treatment pending. IW has not returned to work	Send education on combative patients	Closed. Record Only
3/17/2021	IW was attempting to reposition patient back in their wheelchair, patient was agitated. IW went to slide resident back in chair, so she did not fall when the resident grabbed her arm and bit down. IW was aware this patient had a history of violent behavior. IW used verbal de-escalation techniques	Travel Contract/ Westmorland Manor	Right Wrist	Signed Refusal of Treatment on 3/17/2021	Sent education on Combative Patients	Closed. Record Only

3/21/2021	IW and another aide were turning a resident. The resident usually assists and pulls themselves with the bar on the bed. They were utilizing the sheet to pull up and roll the resident. Due to lack of assistance from the resident the IW felt a pain in the lower back.	Per Diem/ Southwestern Nursing Care Center	Lower Back	Sought treatment	Send education on moving a heavy patient	Full Duty Release on 3/25/2021

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
How to Use a Hoyer Lift	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: "Understanding and Dealing with Resident Aggression"	
Group	Update on Goals	

Status/Progress on Committee Goals

<u>Goal:</u>	<u>Updates/Action to be taken:</u>
Reemployability	One IW submitted to reemployability
Transitional Duty	Transitional Duty progress, communicating with clients on details and internally. Tracking which clients agree to transitional duty program. In process of creating SOP and job offer packet.

Other Reports or Guest Speakers

<u>Guest Name:</u>	<u>Topic Discussed / Presented to the Group</u>
Cara Neff	Ensure communication with claims adjusters on transitional duty.

Meeting Adjourned:	1:23 PM
Next Meeting:	4/2021
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.**