

Dedicated Nursing Associates & DNA
Safety Committee Meeting Minutes – Ohio

Date of Meeting: 2/25/2021

Time of Meeting: 1:30 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 " Lifting and Material Handling – Environment, Health and Safety"**
 - **"**
6. **– New Business**
 - **Article on "How to Use a Hoyer Lift"**
 - **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 Agenda**

Meeting Date: 2/25/2021		Time meeting started:	<i>1:30 PM</i>
------------------------------------	--	------------------------------	----------------

Meeting Chairperson: Danielle Reilly	
---	--

<u>Present</u>	<u>Absent</u>
Christina Zappa	Jenna Highfield
Heidi Zedlar	Chris Young
Nikki Raveling - virtual	Cassandra Angelone
Danielle Reilly - Virtual	
Melissa Spagnol	

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)

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
2/8/2021	The IW was in a resident's room that has a large Hoyer lift. The IW's foot got caught under the Hoyer lifts leg as she was walking. This caused the injured workers R knee to twist.	Contract Briarfield Manor Nursing Home	R Knee	Education emailed on awareness of surroundings and slip, trip and fall prevention. Acknowledgement received 2/24/2021	N/A – education sent	Closed Full Duty Release 2/15/2021

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
Lifting and Material Handling – Environment Health and Safety	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: "How to Use a Hoyer Lift"</i>	
<i>Group</i>	<i>Update on Goals</i>	

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:	1:45 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.*