

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

Date of Meeting: 5/4/2021

Time of Meeting: 2:30 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 " Understanding and Dealing with Resident Aggression "**
6. **– New Business**
 - **Article on "Transfer from Wheelchair to Toilet"**
 - **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: 5/3/2021		Time meeting started:	<i>3:30 PM</i>
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Meeting Chairperson: Danielle Reilly	
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<u>Present</u>	<u>Absent</u>
Jenna Highfield	Danielle Reilly
Christina Zappa	Chris Young
Nikki Raveling	Melissa Spagnol
	Heidi Zedlar
	Cassandra Angelone

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

Previous meeting minutes from (3/2021) 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
3/29/2021	IW reported a pain on the right side of her neck after the client’s transfer needs changed. IW is now assisting in lifting the client out of her wheelchair and onto the toilet. The IW lifts the client by the back of her pants while the clients puts all of her body weight on the IW and they pivot to the toilet	Home Care, CPA Homecare	Right side of neck	Initial treatment 4/1/2021. Follow up on 4/13/2021. Follow up on 4/23/2021. Restrictions continued until 5/7/2021	Education emailed 4/1/2021 on transferring from a wheelchair to toilet. Response received 4/1/2021	Restrictions continued until 5/7/2021

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
“Understanding and Dealing with Resident Aggression”	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: "Transfer from Wheelchair to Toilet"</i>	
<i>Group</i>	<i>Update on Goals</i>	

Status/Progress on Committee Goals

<u>Goal:</u>	<u>Updates/Action to be taken:</u>
Reemployability update	

Other Reports or Guest Speakers

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

Meeting Adjourned:	2:45 PM
Next Meeting:	5/2021
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.*