

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

**Date of Meeting:** 8/30/2021

**Time of Meeting:** 2:00 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 ”7 Tips Nurses Should Know About Safe Patient Handling “**
6. **– New Business**
  - **Article on “Here’s What You Need to Safely Work with Bariatric Patients“**
  - **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**

<b>Meeting Date: 8/30/2021</b>	<b>Time meeting started:</b> 2:00 PM
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<b>Meeting Chairperson:</b> Danielle Reilly
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<u>Present</u>	<u>Absent</u>
Casandra Angelone	Heidi Zedlar
Nikki Raveling	Melissa Spagnol
Ashton Hamer	
Chris Young	
Christina Zappa	
Ashley Lee-virtual	
Danielle Reilly-virtual	

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

Previous meeting minutes from (7/2021) were read and approved:  X  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>
8/4/21	The IW was cleaning up the shower room. They slipped on water and fell. The IW stated there was no water on floor where the slip happened but their shoes were wet.	Contract  Allied Services Rehabilitation Hospital  Rehabilitation Center	L Knee	Education Emailed: NIOSH Slips/Trips/Falls	Attention to surroundings.  Extra precaution when working w/ water.  Follow up with contract and document the falls. Conv about being more aware.	Closed  Full Duty Release 8/9/2021
8/22/21	The IW was moving a patient in bed and felt a crack go through hand. The IW can move their hand, but had swelling and pain.	Contract  The Oaks at Sweeten Creek Consulate  Rehabilitation Center	Sprain R Hand	Education Emailed: Ergonomics and Safe Patient Handling	Being more knowledgeable about moving patients.	Ongoing  Follow Up Appt. 9/1/21

**Status / Progress of Uncompleted Old Business**

<b><u>Old Business Item:</u></b>	<b><u>Updates:</u></b>
<i>“7 Tips Nurses Should Know About Safe Patient Handling “</i>	Uploaded to DNA Website

## New Business (Round Table Discussion)

<u>Committee Member Name:</u>	<u>Topic / Hazard Identified:</u>	<u>Responsibility Assigned To Whom &amp; Action To Be Taken:</u>
Group	Discuss new incidents	
Group	Article on: "Here's What You Need to Safely Work with Bariatric Patients"	
Group	Update on Goals	Possible 2 IW to be submitted for ReEmployAbility assignments. Following up with claim reps.

## 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>

<b>Meeting Adjourned:</b>	
<b>Next Meeting:</b>	9/2021
<b>Meeting Minutes Completed By:</b> Nikki Raveling	

- *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.*