

Dedicated Nursing Associates & DNA
Safety Committee Meeting Agenda– Ohio

Date of Meeting: 9/23/2021

Time of Meeting: 3:15 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 " Here's What You Need to Safely Work with Bariatric Patients"**
6. **– New Business**
 - **Article on "What is a Care Plan and Why Should I Care?"**
 - **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: 9/23/2021		Time meeting started: 3:15 PM	
----------------------------	--	-------------------------------	--

Meeting Chairperson: Danielle Reilly	
---	--

<u>Present</u>	<u>Absent</u>
Nikki Raveling	Chris Young
Cassie Angelone	Danielle Reilly
Ashton Hamer	Melissa Spagnol
Christina Zappa	
Heidi Zedlar	
Ashley Lee -Virtual	

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

Previous meeting minutes from (8/2021) were read and approved: x Yes No

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

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
9/15/2021	The IW had a air horn blown near their ear during a office prank.	Dayton Office Staffing Coordinator	L Ear		Individual who blew air horn has received progressive discipline and education.	Closed Returned to work 9/16/2021
9/16/2021	The IW was rolling a patient that was 600 lbs. The IW was behind the patient pushing them towards another aide.	Per Diem Briarfield Manor Nursing Home	Lower Back	Emailed Education "Turing and Repositioning Patients Who are Morbidly Obese" Acknowledgment Received 9/17/2021	Never push a heavy patient.	On Going Follow Up in 1 week Next follow up on 10/8

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
<i>"Here's What You Need to Safely Work with Bariatric Patients"</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 & Action To Be Taken:</u>
<i>Group</i>	<i>Discuss new incidents</i>	
<i>Group</i>	<i>Article on: "What is a Care Plan and Why Should I Care? "</i>	
<i>Group</i>	<i>Update on Goals</i>	

Status/Progress on Committee Goals

<u>Goal:</u>	<u>Updates/Action to be taken:</u>
	Heidi looking into putting training videos on DNA webpage.

Other Reports or Guest Speakers

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

Meeting Adjourned:	
Next Meeting:	10/2021
Meeting Minutes Completed By: 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.*