

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

Date of Meeting: 11/29/2021

Time of Meeting: 3:15 PM

Location of Meeting: *Suite 202 Conference Room or Teleconference. Conference Line: 267-930-4000, Participant Code: 097-986-555*

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.**
 - o **Article on "Preventing Slips and Falls for Nurses"**
6. **– New Business**
 - o **Article on "Patient Care Transfer Techniques"**
 - o **Discuss workers comp issues and go over ones that are consistently happening**
 - o **Discuss status/progress of Committee Goals**
 - o **Next Member to come up with next topics for discussion**
7. **Recommendations to management**

Dedicated Nursing Associates & DNA
Safety Committee Agenda

Meeting Date: 11/29/2021	Time meeting started: <i>3:15 PM</i>
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Meeting Chairperson: Danielle Reilly

<u>Present</u>	<u>Absent</u>
Ashton Hamer	Chris Young
Michael Mucci	Danielle Reilly
Ashley Lee (virtual)	Cassie Angelone
Nikki Raveling	Heidi Zedlar
Christina Zappa	
Melissa Spagnol	

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

Previous meeting minutes from (12/2021) 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
11/1/21	The IW was taking down curtains for the client. The IW was on a step stool. The IW stepped down off the stool and injured her right pinky toe. The IW stated that the injury happened so quick that she wasn't sure what caused the injury.	Per Diem Client Home	R Pinky Toe	Education Emailed: Awareness of Surroundings NIOSH Slip, Trip & Fall Prevention	Clarify w/ Homecare office to confirm if this chore falls under the clients care plan. Being more aware of surroundings. Follow up do our CG's have a list of tasks they are not to do.	Closed Full Duty 11/1/21

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
<i>“Preventing Slips and Falls For Nurses”</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>
Group	Discuss new incidents	
Group	Article on: "Patient Care Transfer Techniques"	
Group	Update on Goals	

Status/Progress on Committee Goals

<u>Goal:</u>	<u>Updates/Action to be taken:</u>
Tina Zappa	DNA completed a claims review call with Eastern Alliance on 11/17/21

Other Reports or Guest Speakers

<u>Guest Name:</u>	<u>Topic Discussed / Presented to the Group</u>
Carly Grecni	DNA had a good claim review completed with EA. Discussed winter weather related injuries and sending out winter weather topics for field and internal staff.

Meeting Adjourned:	11/29/2021 3:21P
Next Meeting:	12/2021
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.***