

Dedicated Nursing Associates & DNA
Safety Committee Meeting Agenda– Ohio

Date of Meeting: 12/21/2021

Time of Meeting: 10:45 AM

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.**
 - **Article on ”Patient Care Transfer Techniques”**
6. **– New Business**
 - **Article on “ Violence Occupational Hazard in Hospitals ”**
 - **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: 12/21/2021	Time meeting started: <i>10:45 AM</i>
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Meeting Chairperson: Danielle Reilly

<u>Present</u>	<u>Absent</u>
Ashton Hamer	Chris Young
Michael Mucci	Melissa Spagnol
Christina Zappa	Cassandra Angelone
Heidi Zedlar	
Danielle Reilly	
Nikki Raveling	
Ashley Lee	
Hannah Sabo	

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

Previous meeting minutes from (11/2021) 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

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
<i>“Patient Care Transfer Techniques”</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: “Violence Occupational Hazard in Hospitals ”</i>	sending to marketing to upload to website
<i>Group</i>	<i>Update on Goals</i>	finalized TPA selection- January 1st TPA start

Status/Progress on Committee Goals

<u>Goal:</u>	<u>Updates/Action to be taken:</u>
Tina	TPA has been decided and will begin services January 1, 2022

Other Reports or Guest Speakers

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

Meeting Adjourned:	12/21/2021
Next Meeting:	1/2022
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.*