

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

Date of Meeting: 1/27/2022

Time of Meeting: 9:20 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 "Violence Occupational Hazard in Hospitals"**
6. **– New Business**
 - **Article on "Winter Tips for Home Healthcare Specialists & Their 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

Meeting Date: 1/27/2022	Time meeting started: 9:20 AM
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Meeting Chairperson: Danielle Reilly
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<u>Present</u>	<u>Absent</u>
Nikki Raveling	Chris Young
Ashley Lee	Hannah Sabo
Ashton Hamer	Cassandra Angelone
Christina Zappa	
Mike Mucchi	
Danielle Rielly	
Melissa Spagnol	
Heidi Zedlar	

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

Previous meeting minutes from (12/2021) 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
1/21/22	The IW's knee popped while bending down twice. Felt their knee cap burn, tingle and went numb.	Per Diem Emmanuel Center for Nursing Nursing Home	R Knee	Proper Body Mech. Follow Up questions to ask: Did he have a previous injury	Send education	Closed Full Duty Release 1/24/22

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
<i>"Violence Occupational Hazard in Hospitals"</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	<i>Discuss new incidents</i>	
Group	<i>Article on: "Winter Tips for Home Healthcare Specialists & Their Patients"</i>	Sent to marketing to upload to the website
Group	<i>Update on Goals</i>	Winter weather email series has been sent.
T. Zappa	<i>Goal</i>	Internal RTW program making great progress on hoping to get it up and running in next months.
Carly	<i>Projects</i>	Creating policy for how we expect an injury to be reported, seeking treatment, expectations during workers comp process. Carly can put together a few things together, initial education, communication with IW.
Carly	<i>Education Series</i>	More workplace violence incidents, recommunicate how to keep themselves safe when traveling, working, in general. Performing small risk assessment on homes that cg's are going into. Evaluating high risk facilities and homes.
Carly	<i>Claims Review</i>	Claims Review, February/March. Wait till after March 6 th or 7 th to make sure we have data to review. Send possible dates for 2 nd or 3 rd weeks in March.

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>

Meeting Adjourned:	1/27/2022
Next Meeting:	2/2022
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.*