

Dedicated Nursing Associates & DNA
Safety Committee Meeting Agenda– Ohio

Date of Meeting: 1/27/2022

Time of Meeting: 9:35 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:	9:35 AM
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Meeting Chairperson: Danielle Reilly	
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<u>Present</u>	<u>Absent</u>
Nikki Raveling	Chris Young
Ashlee Lee	Hannah Sabo
Ashton Hamer	Cassandra Angelone
Christina Zappa	
Danielle Rielly	
Melissa Spagnol	
Heidi Zedlar	
Mike Mucchi	

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

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
	TPA for Ohio, started on 1/1/22, TPA will be joining our quarterly claims calls with HMS.

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: “Winter Tips for Home Healthcare Specialists & Their Patients”</i>	sending to marketing to upload to website
<i>Group</i>	<i>Update on Goals</i>	

Status/Progress on Committee Goals

<u>Goal:</u>	<u>Updates/Action to be taken:</u>
Tina	

Other Reports or Guest Speakers

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

Meeting Adjourned:	1/27/2021
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.**