

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

Date of Meeting: 2/25/2022

Time of Meeting: 2:00 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.**
 - **Article on “Winter Tips for Home Healthcare Specialists & Their Patients”**
6. **– New Business**
 - **Article on “Train Workers to Report Incidents and Injuries Quickly”**
 - **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: 2/25/2022	Time meeting started: 2:00 PM
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Meeting Chairperson: Danielle Reilly
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<u>Present</u>	<u>Absent</u>
Ashton Hamer	Melissa Spagnol
Hannah Sabo	Heidi Zedlar
Chris Young	Danielle Reilly
Christina Zappa	Micheal Mucci
Ashley Lee (Virtual)	Casandra Angelone
Nikki Raveling (Virtual)	

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

Previous meeting minutes from (1/2022) 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

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
<i>“Winter Tips for Home Healthcare Specialists & Their Patients“</i>	Uploaded to DNA Website
Claims Review	Meeting date scheduled for March.

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: “Train Workers to Report Incidents and Injuries Quickly”</i>	Sent to marketing to upload to the website
<i>Group</i>	<i>Update on Goals</i>	Working on workplace violence email series.

Status/Progress on Committee Goals

<u>Goal:</u>	<u>Updates/Action to be taken:</u>
T.Z.	Completing submission of safety committee renewal to state.

Other Reports or Guest Speakers

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

Meeting Adjourned:	2/25/2022
Next Meeting:	3/2022
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.**