

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

Date of Meeting: 10/26/2022

Time of Meeting: 10:30 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 "Top 10 Ways to Avoid Injuries and Illness at Your Nursing Job"**
6. **– New Business**
 - **Article on "Five Tips to Avoid Back Injuries in Nursing"**
 - **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: 10/26/2022		Time meeting started: 10:30 AM	
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Meeting Chairperson:	
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<u>Present</u>	<u>Absent</u>

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

Previous meeting minutes from (9/2022) 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>“Top 10 Ways to Avoid Injuries and Illness at Your Nursing Job”</i>	Uploaded to 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 “Five Tips to Avoid Back Injuries in Nursing”</i>	
<i>Group</i>	<i>Update on Goals</i>	

Status/Progress on Committee Goals

<u>Goal:</u>	<u>Updates/Action to be taken:</u>
Have marketing send out winter weather	First week of November- have the first series sent out for external staff. Also have the series to be sent out to internal staff members

Other Reports or Guest Speakers

<u>Guest Name:</u>	<u>Topic Discussed / Presented to the Group</u>
Carly Grenci	Policy Year- April 17 th is new year. Only 1 reported incident so far. \$2,018 in medical costs. Focus Area: continued focus on home inspections and process in Home Health – winter weather/general safety. Annual training for policy- December meeting/take time to work on checklist as well. Come to Dec. Meeting with a draft, send to CG to review prior, try to have everyone in SC in December – send webinar schedule April 17 th to complete if they are not in attendance of Dec. Meeting. Mid December
	Sending out emails to HHA's in regards to seeing safety issues to report to branch / send out emails to Home care clients preventative measures- i.e. snow removal, loose handrails, other hazards/ preventative measures/ Once a quarter- checklist send to CG for review- take the month of November to create the checklist and send to CG for review(first week of Dec.)

Meeting Adjourned:	
Next Meeting:	11/2022
Meeting Minutes Completed By: Ashton Hamer	

- **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.**