

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

Date of Meeting: 11/30/2022

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 "Five Tips to Avoid Back Injuries in Nursing"**
6. **– New Business**
 - **Article on "How to Protect Yourself From Needlestick Injuries"**
 - **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: 11/30/2022		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 (10/2022) 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
11/11/2022	The IW was working on a residents wooden toy derby car. While they were cutting a piece of wood, the knife slipped and they cut their L thumb	Per Diem Clients Home	Left Thumb	Education Emailed: Situation Awareness: Teaching Employees to Stay Alert on the Job Home Health Aides Dos and Dents Education Sent on 11/17/22 Acknowledgement received on 11/17/22	HR/ HC Manager- speak to caregiver regarding what they are permitted to do and what they are not permitted to do – one on one conversation with CG on what they are able to do in Clients home / Signed documentation that this occurred – follow up with branch	Closed Full Duty Release on 11/14/22

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
<i>“Five Tips to Avoid Back Injuries in Nursing”</i>	Uploaded to the 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	Discuss new incidents	
Group	Article on “How to Protect Yourself From Needlestick Injuries”	
Group	Update on Goals	

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:	10:19AM
Next Meeting:	12/2022
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.**