

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

**Date of Meeting:** 6/28/2022

**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 "Patient Lifts- Safety Guide"**
6. **– New Business**
  - **Article on "Strains, Sprains, and Pains in Home Healthcare"**
  - **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: 6/28/2022		Time meeting started:	10:30 AM
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Meeting Chairperson: Danielle Reilly	
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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 (5/2022) 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**

<b><u>Old Business Item:</u></b>	<b><u>Updates:</u></b>
<i>"Patient Lifts- Safety Guide"</i>	Uploaded to DNA Website

**New Business (Round Table Discussion)**

<b><u>Committee Member Name:</u></b>	<b><u>Topic / Hazard Identified:</u></b>	<b><u>Responsibility Assigned to Whom &amp; Action To Be Taken:</u></b>
<i>Group</i>	<i>Discuss new incidents</i>	
<i>Group</i>	<i>Article on: "Strains, Sprains, and Pains in Home Healthcare"</i>	
<i>Group</i>	<i>Update on Goals</i>	

**Status/Progress on Committee Goals**

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

Education to be sent to all DNA Caregivers on asking for assistance in Nursing homes and Assisted Living facilities	
Education to be sent out to all HHA's on winter weather (proactive)	
Potentially set up meeting with EA/Carly and DIHS's on spotting potential hazards in new clients homes	
Schedule EA Quarterly Review in August	

### **Other Reports or Guest Speakers**

<b><u>Guest Name:</u></b>	<b><u>Topic Discussed / Presented to the Group</u></b>
Carly G.	Education/Proactive approach on potential hazards / Set up quarterly review/ set up potential meeting with DIHS/HHA side to review potential hazards in clients homes

<b>Meeting Adjourned:</b>	
<b>Next Meeting:</b>	7/2022
<b>Meeting Minutes Completed By:</b> 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.*