

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

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| Date of Meeting: 8/30/2022 |
| 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 "Use Proper Body Mechanics to Prevent Injury"**
6. **– New Business**
 - **Article on "A Guide to Situational Awareness"**
 - **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

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|------------------------------------|--|------------------------------|-----------------|
| Meeting Date: 8/30/2022 | | Time meeting started: | <i>10:30 AM</i> |
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| Meeting Chairperson: | |
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| <u>Present</u> | <u>Absent</u> |
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Agenda for today's meeting was reviewed by all members: x Yes No

Previous meeting minutes from (7/2022) 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 |
|------|--------------------------------|----------------------|--|---|-------------------------------|-----------------------------------|
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Status / Progress of Uncompleted Old Business

| <u>Old Business Item:</u> | <u>Updates:</u> |
|--|-------------------------|
| <i>"Use Proper Body Mechanics to Prevent Injury"</i> | Uploaded to DNA 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 "A Guide to Situational Awareness"</i> | Send to Marketing |
| <i>Group</i> | <i>Update on Goals</i> | |
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Status/Progress on Committee Goals

| <u>Goal:</u> | <u>Updates/Action to be taken:</u> |
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Other Reports or Guest Speakers

| <u>Guest Name:</u> | <u>Topic Discussed / Presented to the Group</u> |
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| Meeting Adjourned: | 8/30/22 10:23 |
| Next Meeting: | 9/2022 |
| 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.*