

Dedicated Nursing Associates & DNA
Safety Committee Meeting Agenda – Key Risk

Date of Meeting: 10/26/2022

Time of Meeting: 10:00 AM

Location of Meeting: Suite 202 Conference Room or Teleconference. Host Code: 246-225-628, Conference Line: 267-930-4000, Participant Code: 363-055-801

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: 10/25/2022		Time meeting started: 10:00 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
10/3/2022	The IW was in the bathroom with another employee trying to clean the resident. The IW was trying to hold them when the patient bit the (L) arm of the IW.	Contract Corry Manor Nursing Home	Left Arm	Education Emailed: The Art of De-Escalation in Managing Aggressive Patients and Emotional Reactivity Patient Handling Guideline for Uncooperative Patients Education Sent 10/6/2022 Follow up sent 10/18/2022 and 10/25/2022	Follow up on education Office/recruiter to reach out for education prior to next shift	Closed Signed Refusal of Treatment 10/4/2022
10/9/2022	The IW was transferring a resident from Hoyer lift to bed. The IW stated they moved wrong due to the client wanting to be closer to one side of the bed.	Homecare Client Home	Lower back	Education Emailed: How To Use A Hoyer Lift Personal Safety for CNA's Education Sent: 10/13/2022	Make a final attempt to contact the IW in regards to scheduling/not being able to schedule due to WC docs Homecare/Hoyer lift- HZ	Closed Employee sent Refusal of Treatment on 10/11/22 but refuses to sign the document due to their contract falling through- employee made inactive
10/12/2022	The IW was standing in the dining room when a facility nurse came up behind her and buckled her knees in. The IW stated their R knee moved weird and they heard a pop	Contract Presbyterian Village at Holidaysburg Nursing Home	Right Knee	Education not required based on injury.	Facility is providing internal training to staff members to prevent similar injuries in the future	On Going Follow Up Appointment scheduled 11/7/2022 – Currently on restrictions, but working at facility within restrictions

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>

Other Reports or Guest Speakers

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

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.*