

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

**Date of Meeting:** 9/30/2022

**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 "A Guide to Situational Awareness"**
6. **– New Business**
  - **Article on "Top 10 Ways to Avoid Injuries and Illness at Your Nursing Job"**
  - **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: 9/30/2022		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 (8/2022) 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
9/5/2022	The IW was assisting a resident from the restroom when the resident started to fall and the IW caught the Resident. When they caught the Resident, the IW felt their (R) wrist pop.	Per Diem  Villa Angela at St. Anne Home  Nursing Home	Right Wrist	Education Emailed:  Situational Awareness  Ergonomic & Safe Patient Handling & Mobility CNA  Video to show how to lower a patient to the ground from a standing position  Education Sent 9/7/2022 Follow up sent 9/29/22	Continue to follow up on MRI and education	Ongoing  MRI to be scheduled from F/U on 9/27/22
9/23/2022	The IW came into work feeling nauseous and a throbbing pain in their kidneys.	STAR Charlotte, NC (internal)	N/A	No education required		Closed  Report Only Claim
9//2022	The IW noticed a pain in their neck while they were serving dinner. They do not know what caused the pain.	Per Diem  Friends Home at Gulliford  Nursing Home	Neck	Education Pending HZ & SR approval until we get a clearer description of incident/ unable to get in contact with IW at this time for follow up.	Ensure all conversations are documented- no previous injuries, etc.  Follow up on education	Closed  Refusal of Treatment Signed on 9/27/22

### **Status / Progress of Uncompleted Old Business**

<b><u>Old Business Item:</u></b>	<b><u>Updates:</u></b>
"A Guide to Situational Awareness"	This was uploaded to 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 "Top 10 Ways to Avoid Injuries and Illness at Your Nursing Job"</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>

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

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

<b>Meeting Adjourned:</b>	
<b>Next Meeting:</b>	10/2022
<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.**