

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

**Date of Meeting:** 5/24/2023

**Time of Meeting:** 09:30 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 "Tips and Strategies for De-Escalating Aggressive, Hostile, or Violent Patients"**
6. **– New Business**
  - **Article on "Patient Transfers and Body Mechanics"**
  - **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: 5/24/2023		Time meeting started:	09:30 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 (4/2023) 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
5/17/2023	The IW was using the stand and pivot method to transfer a patient when the patient began to fall. The other aide that the IW was with pushed the patient on the bed which resulted in the patient being pushed on the IW injuring their right knee.	Contract Westmoreland Manor  Nursing Home	Right Knee	Education Emailed:  Patient Transfers, Bed to Stretcher, Bed to Wheelchair  Ergonomic & Safe Patient Handling & Mobility CNA	F/U on education	Closed Full Duty Release received on 5/19/2023
5/18/2023	The IW opened the door from the shower room into the hallway. As soon as the IW stepped into the hallway, a patient passed by the front door in their electric wheelchair and ran over their right foot.	Contract Willow Ridge of NC  Rehabilitation Facility	Right Foot	Educated Emailed:  Situation Awareness: Teaching Employees to Stay Alert on the Job  Education Acknowledgement received 5/22/2023	N/A	Closed Full Duty Release received on 5/20/2023

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

<b><u>Old Business Item:</u></b>	<b><u>Updates:</u></b>
“Tips and Strategies for De-Escalating Aggressive, Hostile, or Violent Patients”	

### **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>
Group	Discuss new incidents	
Group	Article on “Patient Transfers and Body Mechanics”	F/U with Selingsgrove again
Group	Update on Goals	

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### **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>	9:33 5/24/2023
<b>Next Meeting:</b>	6/2023
<b>Meeting Minutes Completed By: Michael Mucci</b>	

- **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.**