

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

**Date of Meeting:** 11/29/2023

**Time of Meeting:** 10:15 AM

**Location of Meeting:** Suite 202 Conference Room or Teleconference. Conference Line: 267-930-4000, Participant Code: 429-500-808

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 "Body Mechanics- Positioning, Moving, and Transfers"**
6. **– New Business**
  - **Article on "5 Common Nursing Home Worker Injuries and How to Prevent Them"**
  - **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: 11/29/2023		Time meeting started:	10:15 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 (10/2023) 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
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**Status / Progress of Uncompleted Old Business**

<b><u>Old Business Item:</u></b>	<b><u>Updates:</u></b>
“Body Mechanics- Positioning, Moving, and Transfers”	

**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 “5 Common Nursing Home Worker Injuries and How to Prevent Them”	
Group	Update on Goals	

**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>	10:10 11/29/2023
<b>Next Meeting:</b>	12/2023
<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.**