

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

**Date of Meeting:** 2/28/2024

**Time of Meeting:** 11:00 AM

**Location of Meeting:** Suite 202 Conference Room or Teleconference. 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 "Safety in Nursing Tips: Challenges and Opportunities"**
6. **– New Business**
  - **Article on "Ergonomics 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: 2/28/2024		Time meeting started: 11:00 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 (1/2024) 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

**Status / Progress of Uncompleted Old Business**

<u>Old Business Item:</u>	<u>Updates:</u>
<i>"Safety in Nursing Tips: Challenges and Opportunities"</i>	

**New Business (Round Table Discussion)**

<u>Committee Member Name:</u>	<u>Topic / Hazard Identified:</u>	<u>Responsibility Assigned to Whom &amp; Action To Be Taken:</u>
<i>Group</i>	<i>Discuss new incidents</i>	
<i>Group</i>	<i>Article on "Ergonomics 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**

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

<b>Meeting Adjourned:</b>	10:36 AM 2/28/24
<b>Next Meeting:</b>	3/2024
<b>Meeting Minutes Completed By: Ashton Hamer</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.**