

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

Date of Meeting: 4/29/25

Time of Meeting: 3:00PM

Location of Meeting: *Suite 202 Conference Room or Teleconference. Conference Line:
Dial-in number(267) 930-4000 Host access 246225628 Participant access 363055801*

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 “Back Safety and Care for Nurses and Healthcare Workers”**
6. **New Business**
 - **Article on “ How to Safely Lift a Patient From the Floor”**
 - **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 Minutes

Meeting Date: 4/29/2025		Time meeting started:	3:00PM
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Meeting Chairperson:	Christina Zappa
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<u>Present</u>	<u>Absent</u>

Agenda for today's meeting was reviewed by all members: __Yes __No

Previous meeting minutes from (03/2025) were read and approved: __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
03/23/2025	IW helping the resident get out of the van, when the resident started to fall. IW stopped the resident from falling. This caused the IW wrist to bend backward towards her forearm and strained her wrist. Was not reported until 3/31/25	Stilwell Group Home- 232 Stilwell Oaks, Charlotte NC 28212. Per Diem	Left Wrist	IW – Went to Urgent care (Atrium Health) for initial treatment, no follow-up treatment required. HR sent injury education: Situation Awareness: Teaching Employees to Stay Alert on the Job – Sent on 4/2. Completed- 4/7/25	Claim closed – 05/20/2025	Claim closed 05/20/2025
04/24/2025	The Med Tech and the IW went to change a patient. During the process, the patient placed his hand on the IW's wrist. when the IW moved her wrist to go assist in changing the patient. The patient became upset and threw an elbow toward her face, striking her in the left side of her jaw.	St. Johns Lutheran Care Center- 500 Wittenberg Way Mars, PA 16046 Contract	Left Jaw	IW went to urgent care for initial treatment. (IRMC – Occupational Health)- Full Release 4/28/2025 HR sent injury education: Situation Awareness: Teaching Employees to Stay Alert on the Job Patient Handling Guidelines for Uncooperative Patients The Art of De-escalation in Managing Aggressive Patients and Emotional Reactivity – Sent on 4/28/2025	Training /education completed- 04/30/2025	Claim closed 04/30/2025

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
<i>"Back Safety and Care for Nurses and Healthcare Workers"</i>	

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 "How to Safely Lift a Patient from the Floor"</i>	
<i>Group</i>	<i>Update on Goals</i>	
<i>Group</i>	<i>Hannah Burton. is no longer part of the committee as she is no longer with the company.</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:	3:11pm
Next Meeting:	5/2025
Meeting Minutes Completed By: Anthony Hixenbaugh	

- *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.*