

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

**Date of Meeting:** 5/23/25

**Time of Meeting:** 10:00 AM

**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 “How to Safely Lift a Patient From the Floor”**
6. **New Business**
  - **Article on “Assisting a Patient to a Sitting Position and Ambulation”**
  - **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**



**Review of Accidents/Incidents Since the Last Meeting (employee, non-employee, vehicle accidents, near misses, property, & other)**

<b>Date</b>	<b>Injury Causation (Description)</b>	<b>Assignment/Facility</b>	<b>Injured Body Part (Body Part, Left/Right, Lower/Upper)</b>	<b>Follow Up (Communication, Contact Facility, Treatment, Education, etc.)</b>	<b>Recommended Corrective Action</b>	<b>Is Claim Ongoing? Current Outcome</b>
05/08/2025	IW Helping two other aids change a resident, and the resident was having trouble standing and it took all 3 aids to help change the resident. The IW left wrist snapped when trying to assist in putting the resident back in the chair.	Westmoreland Manor - 2480 S Grande Blvd, Greensburg, PA 15601  <b>Contract</b>	Left Wrist	Initial treatment – Med Express. Another follow-up with Med Express on 05/21/2025 - Following up with Ortho on 06/04/2025.	Ask the caregiver - were proper lifting techniques used? Were any lifting equipment or tools used? Did the caregiver use proper body mechanics? Education was sent and returned by the caregiver on 05/15/2025	Open- returned initially, then sought treatment on 5/15/2025. Have been on restrictions since 05/15/2025

**Status / Progress of Uncompleted Old Business**

<b><u>Old Business Item:</u></b>	<b><u>Updates:</u></b>
“How to Safely Lift a Patient From the Floor”	

**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>
Group	Discuss new incidents	
Group	Article on "Assisting a Patient to a Sitting Position and Ambulation"	
Group	Update on Goals	

### 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>

<b>Meeting Adjourned:</b>	10:06 am
<b>Next Meeting:</b>	6/2025
<b>Meeting Minutes Completed By: Anthony Hixenbaugh</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.*