

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**

Dedicated Nursing Associates & DNA
Safety Committee Minutes

Meeting Date: 05/23/2025		Time meeting started:	10:00 AM
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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 (04/2025) 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
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 Contract	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

<u>Old Business Item:</u>	<u>Updates:</u>
"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 & Action To Be Taken:</u>
<i>Group</i>	<i>Discuss new incidents</i>	
<i>Group</i>	<i>Article on “Assisting a Patient to a Sitting Position and Ambulation”</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

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

Meeting Adjourned:	10:06 am
Next Meeting:	6/2025
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.*