

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

Date of Meeting: 06/30/25

Time of Meeting: 1:00 PM

Location of Meeting: Suite 202 Conference Room or Teleconference. Conference Line:
Dial-in number: (267) 930-4000, Host access: 438-554-253, Participant access: 450-366-173

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 "Assisting a Patient to a Sitting Position and Ambulation"**
6. **New Business**
 - **Vote in new members – Ellie Penatzer and Riley Collins**
 - **Article on "Procedure – Transfer from Wheelchair to Shower and Assisting with Shower"**
 - **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: 6/30/2025		Time meeting started:	1:00 PM
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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 (05/2025) 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
6/17/2025	IW was getting client ready for client's shower. Client's wheelchair was near the shower chair. While transferring, client moved towards the edge of wheelchair seat and began sliding down between the wheelchair and shower chair in the tub. To prevent client from falling, IW tried to hold client under client's arms while standing directly behind the wheelchair and reaching over the back of the wheelchair. While holding client, IW felt a pop in the middle/left of their back.	Home Care Client – 23 Walnut Hill St, Blairsville, PA 15717 Client's home WPAHC - Per Diem	Middle to low back towards the left side	Incident Report completed on 6/18/2025. Education has been sent to the IW, but has not been completed yet. Refusal of Treatment form has been sent but has not been completed and returned yet. IW has not indicated if they decided to seek initial treatment, HR followed up on 6/30/2025. HR will give IW until the end of this week to provide Refusal of Treatment and complete education.	IW should be advised not to ask the client to move to the edge of the wheelchair until the IW is in a position herself to prevent the patient from falling. Therefore, the IW should be in a lateral position to the client, not behind the client. Consider reviewing IW's Skills Checklist to see if they indicated they were proficient in transfers.	Claim is open but it is unknown if the IW has sought initial treatment. HR followed up with IW via email on 6/30/2025 asking IW to verify if they sought initial treatment.
6/23/2025	IW was assisting a PCA in patient transfer from lying down position to seated position. While performing the transfer, the IW noticed that the patient was "dead weight" and could not support themselves. While attempting to transfer, the patient began falling and the IW strained their	Springhill Senior Living, 2323 Edinboro Rd, Erie PA 16509 Personal Care Home STAR Pittsburgh - Travel/	Lower back towards the left side	Incident Report completed on 6/30/2025. IW did not report the injury until 6/30/2025 to HR Department. IW texted recruiter, Alex Lamendola, on 6/23/2025 on date of injury and recruiter did not see the text message and failed to respond. IW	Does the facility have a gait belt? Is IW trained on using a sheet as a pivot device to assist in transferring the patient? Does the facility have a physician order outlining the patient's mobility?	Claim is open and IW sought initial treatment. HR is waiting for a Claims Adjustor to be assigned for us to send the initial treatment documentati

	lower back when trying to support the patient's weight.	Contract assignment		completed a facility incident report on the date of injury. IW sought initial treatment over the weekend at a UPMC Urgent Care and has sent documentation from the visit to HR. HR is drafting an educational email to Heidi for review.	Does the facility have a PT/OT on-site? Once we get these questions answered, provide them to Heidi for further corrective action.	on to the carrier. IW has restrictions until 7/5/2025 and stated that the facility told her they cannot accommodate the restrictions.

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
<i>Article on "Assisting a Patient to a Sitting Position and Ambulation"</i>	Uploaded to website by Marketing Dept

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 "Procedure – Transfer from Wheelchair to Shower and Assisting with Shower"</i>	HR will send to Marketing
<i>Group</i>	<i>Update on Goals</i>	
<i>Group</i>		

Status/Progress on Committee Goals

<u>Goal:</u>	<u>Updates/Action to be taken:</u>

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Other Reports or Guest Speakers

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

Meeting Adjourned:	6/30/2025 – 1:20 PM
Next Meeting:	7/2025
Meeting Minutes Completed By: Christina Zappa	

- *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.*