

Dedicated Nursing Associates & DNA
Safety Committee Meeting Minutes – Ohio

Date of Meeting: 6/30/25

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

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|------------------------------------|--|--------------------------------------|
| Meeting Date: 06/30/2025 | | Time meeting started: 1:00 PM |
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| Meeting Chairperson: | Christina Zappa |
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| <u>Present</u> | <u>Absent</u> |
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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 |
|------|--------------------------------|---------------------|--|---|-------------------------------|-----------------------------------|
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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> | |

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> |
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| Meeting Adjourned: | 6/30/2025 – 1:21 PM |
| Next Meeting: | 7/2025 |
| Meeting Minutes Completed By: Christina Zappa | |
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- *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.*