

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

Date of Meeting: 07/30/25

Time of Meeting: 11:30 AM

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 the 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 "Procedure – Transfer from Wheelchair to Shower and Assisting with Shower"**
6. **New Business**
 - **Article on "Comprehensive Guide to Safe Transfer Practices in Long-Term Care: Choosing the Right Transfer Aids for Geriatric Patients – Geriatric Physio"**
 - **Discuss workers' comp issues and go over ones that are consistently happening**
 - **Discuss status/progress of Committee Goals**
 - **Next Member to come up with the next topics for discussion**
7. **Recommendations for management**

Dedicated Nursing Associates & DNA
Safety Committee Agenda

Meeting Date: 7/30/2025		Time meeting started:	11:30 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 (06/2025) were read and approved: __Yes __No

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

Date of Injury	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
07/11/2025	<p>IW was in a patient's room. IW was transferring the patient from her wheelchair to a stand-up lift. IW had help from a nurse to perform the lift. While transferring the patient, the patient hit a control on the wheelchair and ran over IW's right foot for about 3-4 minutes. IW yelled out to the nurse to help release the wheelchair from her foot. IW was standing to the side of the wheelchair, the nurse was on the other side. Once the patient was secured in the lift, the nurse stepped out to her cart but was still in view of the IW. It was while the nurse was at the cart that the patient, secured in the lift and hovering the wheelchair, hit multiple controls on the wheelchair, causing it to move and run over IW's right foot. Again, IW called out to the nurse for assistance, and the nurse came to help move the wheelchair off IW's foot.</p>	<p>The Graybrier Nursing & Rehabilitation Center – 116 Lane Dr., Trinity, NC 27370</p> <p>Charlotte – Per Diem</p>	Top of Right Foot	<p>Incident Report completed on 7/14/2025. IW sought initial treatment on 7/15/2025. IW was given the following restrictions:</p> <ul style="list-style-type: none"> • Avoid prolonged walking or standing. • No squatting, running, jumping, or use of ladders. <p>IW was seen for follow-up treatment on 7/20/2025. IW was able to return to full duty. Education was sent to the IW on 7/22/25, but has not been completed yet.</p>	<p>HR following up with IW and scheduling office to ensure IW completes required education.</p> <p>While we cannot control the facility's staff, their nurse should have remained at the lift until the lift was fully completed to prevent fall-risks.</p> <p>Patient should have been informed by IW and nurse to keep their arms in the lift at all times until the lift was completed.</p> <p>Wheelchair should have been turned off prior to initiating the lift to prevent the wheelchair from being able to move until the lift was completed.</p>	<p>The claim was closed as of 7/22/25. The IW returned to full duty, effective 7/20/25.</p>

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
Article on “ <i>Procedure – Transfer from Wheelchair to Shower and Assisting with Shower</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>
Group	Discuss new incidents	
Group	Article on “ <i>Comprehensive Guide to Safe Transfer Practices in Long-Term Care: Choosing the Right Transfer Aids for Geriatric Patients – Geriatric Physio</i> ”	HR will send to Marketing
Group	Update on Goals	
Group		

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:	11:43 AM
Next Meeting:	8/2025
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.*