

Dedicated Nursing Associates & DNA
Safety Committee Meeting Agenda

Date Of Meeting: 08/29/2019
Time of Meeting: 2:00 PM
Location of Meeting: Corporate Office - 6536 William Penn Hwy Rt 22, Delmont, PA 15626

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 Bed Bugs**
6. **Round table discussion – New Business**
 - **Article on Protecting Your Back**
 - **Discuss workers comp issues and go over ones that are consistently happening**
 - **Next Member to come up with next topics for discussion**
7. **Recommendations to management**

Dedicated Nursing Associates & DNA
Safety Committee Agenda

Meeting
Date: 08/29/2019

Time meeting *2:00 PM*
started:

Meeting Chairperson:
Danielle Reilly

<u>Present</u>	<u>Absent</u>
Jenna Highfield	Danielle Reilly
Christina Zappa	
Terina Chiesa	
Melissa Spagnol	
Jessica Gibson	
Chris Young	
Ashley Uncapher	

Agenda for today's meeting was reviewed by all members: Yes No

Previous meeting minutes from (07/2019) were read and approved: Yes No

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

Date:	Cause / Description:	Corrective Action:
8/3/19	Punched in the face by combative patient.	Practice defensive maneuvers
8/8/19	Cut finger when opening a can while preparing client's dinner.	Use caution when performing these type of tasks
8/22/19	Twisted her left foot when walking down steps	Hold on to available hand rails. Become more aware of surroundings
8/11/19	Injured hip when bending down to pick up an object a resident threw	Proper body mechanics

Date:	Cause / Description:	Corrective Action:
8/22/19	Combative patient scratched her arm, breaking open the skin	Deescalating techniques. Awareness of patient combative history
8/17/19	Foot ran over by patient's wheelchair	More caution when using equipment
8/23/19	Resident hit her in the nose	Deescalating techniques
8/4/19	Dislocated shoulder while transferring patient back into bed.	Proper body mechanics

Status / Progress of Uncompleted Old Business

Old Business Item:	Updates:
Article on Bed Bugs	Uploaded to DNA website.

New Business (Round Table Discussion)

Committee Member Name:	Topic / Hazard Identified:	Responsibility Assigned To Whom & Action To Be Taken:
<i>Danielle</i>	Protecting Your Back	
<i>Group</i>	<i>Discuss new incidents</i>	

Other Reports or Guest Speakers

Guest Name:	Topic Discussed / Presented to the Group

Meeting Adjourned:	9:15AM
Next Meeting:	9/2019
Meeting Minutes Completed By: Jenna Highfield	

- *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.*