

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

Date of Meeting: 12/27/23

Time of Meeting: 10:00 AM

Location of Meeting: Suite 202 Conference Room or Teleconference. Conference Line: 267-930-4000, Participant Code: 429-500-808

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 “5 Common Nursing Home Worker Injuries and How to Prevent Them”**
6. **– New Business**
 - **Article on “6 Nurse-approved Ways to Protect Your Back on the Job”**
 - **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**

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
12/19/2023	The IW and two other aides were transferring a resident from their recliner to the toilet. After the IW completed the lift with the two other aides, the IW's back from their neck to their lower back immediately began hurting.	Per Diem Assignment Cross Keys Village Retirement Community	All of their back	Education Emailed to Heidi for Approval: Patient Mobility & Safety Information Sit to Sit Bedside commode transfer Stop Turning Nurses into Patients	Education sent 12/27/2023 F/U with caregiver on Education and appointment documentation on 12/28/2023	Ongoing- F/U on December 28 th with Urgent Care

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
"5 Common Nursing Home Worker Injuries and How to Prevent Them"	

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>	

Group	Article on “6 Nurse-approved Ways to Protect Your Back on the Job”	
Group	Update on Goals	

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:	10:04 AM 11/27/2023
Next Meeting:	1/2024
Meeting Minutes Completed By: Michael Mucci	

- ***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.***