

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

Date of Meeting: 3/29/24

Time of Meeting: 10:30AM

Location of Meeting: Suite 202 Conference Room or Teleconference. Conference Line: 267-930-4000, Participant Code: 363-055-801

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 “Ergonomics in Nursing”**
6. **– New Business**
 - **Article on “A Guide to Situational Awareness”**
 - **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
3/5/2024	The IW was lifting a residents left foot to put a sock on, when they bent down they felt a twist in their back.	Contract Smith Health Care Nursing Home	Middle / Left Side of Back	Education Sent 3/8/24: Patient Mobility & Safety Information Ergonomic & Safe Patient Handling & Mobility – CNA	F/u on education	Closed Signed Refusal of Treatment on 3/5/24
3/12/2024	The IW was assisting a patient when they became agitated. The patient grabbed the IWs hand and bit them.	Contract Selinsgrove Center Intermediate Care Facility	R Hand – Knuckles	Education Sent 3/13/24: The Art of De-Escalation in Managing Aggressive Patients and Emotional Reactivity Patient Handling Guidelines for Uncooperative Patients Situational Awareness: Teaching Employee to Stay Alert on the Job	F/u education	Closed Signed Refusal of Treatment 3/13/24
3/26/2024	The IW was walking and stated their R knee started to hurt	Per diem BHUC Richmond Intermediate Care Facility	R Knee	Education Sent: 3/29/2024 Situational Awareness: Teaching Employee to Stay Alert on the Job Interventions to prevent and reduce work related injuries	Send out education once approved	Closed Signed Refusal of Treatment 3/27/24
3/28/2024	The IW was transferring a patient when they heard their back crack and felt a pull. Pain is in the middle of their back	Contract Selinsgrove Center Intermediate Care Facility	Middle of Back	Pending approval		Ongoing- Clamant has a f/u on 4/2/2024.

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
<i>“Ergonomics in Nursing”</i>	

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 “A Guide to Situational Awareness”</i>	
<i>Group</i>	<i>Update on Goals</i>	

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:	10:32 3/29/2024
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Next Meeting:

4/2024

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.*