

**Dedicated Nursing Associates & DNA**  
**Safety Committee Meeting Agenda– Ohio**

**Date of Meeting:** 12/27/2023

**Time of Meeting:** 10:30 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)

<b>Date</b>	<b>Injury Causation (Description)</b>	<b>Assignment/Facility</b>	<b>Injured Body Part (Body Part, Left/Right, Lower/Upper)</b>	<b>Follow Up (Communication, Contact Facility, Treatment, Education, etc.)</b>	<b>Recommended Corrective Action</b>	<b>Is Claim Ongoing? Current Outcome</b>

**Status / Progress of Uncompleted Old Business**

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

**New Business (Round Table Discussion)**

<b><u>Committee Member Name:</u></b>	<b><u>Topic / Hazard Identified:</u></b>	<b><u>Responsibility Assigned To Whom &amp; Action To Be Taken:</u></b>
<i>Group</i>	<i>Discuss new incidents</i>	
<i>Group</i>	<i>Article on “6 Nurse-approved Ways to Protect Your Back on the Job”</i>	
<i>Group</i>	<i>Update on Goals</i>	

**Status/Progress on Committee Goals**

<b><u>Goal:</u></b>	<b><u>Updates/Action to be taken:</u></b>

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**Other Reports or Guest Speakers**

<u>Guest Name:</u>	<u>Topic Discussed / Presented to the Group</u>

<b>Meeting Adjourned:</b>	10:06 AM 12/27/2023
<b>Next Meeting:</b>	1/2024
<b>Meeting Minutes Completed By: Michael Mucci</b>	

- *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.*