

Dedicated Nursing Associates & DNA
Safety Committee Meeting Agenda – Eastern Alliance

Date of Meeting: 4/24/2024

Time of Meeting: 11:00 AM

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.**
 - o **Article on “A Guide to Situational Awareness”**
6. **– New Business**
 - o **Article on “Patient Lifts- Safety Guide”**
 - o **Discuss workers comp issues and go over ones that are consistently happening**
 - o **Discuss status/progress of Committee Goals**
 - o **Next Member to come up with next topics for discussion**
7. **Recommendations to management**

Dedicated Nursing Associates & DNA
Safety Committee Agenda

Meeting Date: 4/24/2024		Time meeting started: <i>11:00 AM</i>	
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Meeting Chairperson:	
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<u>Present</u>	<u>Absent</u>

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

Previous meeting minutes from (3/2024) were read and approved: x Yes No

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

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
<i>"A Guide to Situational Awareness"</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 "Patient Lifts- Safety Guide"</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:	10:34 4/24/2024
Next Meeting:	5/2024
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.*