

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

Date of Meeting: 4/24/24

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 "A Guide to Situational Awareness"**
6. **– New Business**
 - **Article on "Patient Lifts- Safety Guide"**
 - **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**

Dedicated Nursing Associates & DNA
Safety Committee Agenda

Meeting Date: 4/24/2024	Time meeting started: 10:30AM
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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: Yes No

Previous meeting minutes from (3/2024) were read and approved: 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
4/9/2024	The IW was handing out lunch trays and when they bent down to get more off the cart, another employee pushed the cart into the IW causing the IW to fall back and hit the back of their head on the ground.	Contract Oak Hollow of Sumter Nursing Home	Back of Head	Education Sent 4/17/24: Situation Awareness: Teaching Employees to Stay Alert on the Job	F/U education	Closed- Received a RTW date of 4/11/2024
4/11/2024	The IW was heading down the hall when they were stopped by housekeeping who informed them that the floor was wet and to come back in a little bit. The IW came back about 30 mins later. They did not see a wet floor sign, so they continued to walk on the floor when they slipped and landed on their right hip. As the IW was getting up, they slipped again and landed on their right elbow and right knee.	Contract St. John Lutheran Care Center Nursing Home	Right Hip, Elbow, and Knee	Education Sent 4/11/24: NIOSH Slip, Trip and Fall Prevention Situation Awareness: Teaching Employees to Stay Alert on the Job Education Acknowledgement received 4/15/24	N/A	Closed - Signed Refusal of Treatment 4/11/24

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:	10:33 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.*