

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

Date of Meeting: 9/24/24

Time of Meeting: 2:30PM

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 “Slips, Trips, and Falls of Healthcare Workers”**
6. **– New Business**
 - **Article on “Top 10 Ways to Avoid Injury in Nursing”**
 - **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: 9/24/2024		Time meeting started: 2:30PM
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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 (8/2024) 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
9/12/2024	IW was lifting a resident up in bed and felt pain in their back.	Contract St. Anne Facility Nursing Home	Lower Middle Back	Pending Education	Follow up on education	Closed Signed Refusal of Treatment

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
“Slips, Trips, and Falls of Healthcare Workers”	

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 “Top 10 Ways to Avoid Injury in Nursing”</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:	2:38PM
Next Meeting:	10/2024
Meeting Minutes Completed By: Ashton Hamer	

- *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.*