

Dedicated Nursing Associates & DNA
Safety Committee Meeting Agenda– Ohio

Date of Meeting: 4/24/2024

Time of Meeting: 11:15 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.**
 - **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: 11:15 AM	
-----------------------------------	--	---------------------------------------	--

Meeting Chairperson:	
-----------------------------	--

<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
4/13/2024	The IW was bent over repositioning a resident when she tried to lift them up, her lower back gave out.	Contract Willow Brook at Delaware Run Nursing Home	Lower Back	Pending Education	Send over education over to Heidi for approval N/A	Ongoing- IW sought additional treatment on 4/18/2024 and was given additional restrictions.

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:	10:36 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.*