

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

Date of Meeting: 10/31/24

Time of Meeting: 9:30AM

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.**
 - o **Article on “Top 10 Ways to Avoid Injury in Nursing”**
6. **– New Business**
 - o **Article on “Situational Awareness”**
 - 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: 10/31/2024		Time meeting started:	9:30AM
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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: x Yes ___ No

Previous meeting minutes from (9/2024) 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
10/10/2024	IW was walking back past the nurses station and slipped and fell on their L knee	Contract Westmoreland Manor Nursing Home	L Knee	Education Sent 10/23: Awareness of Surroundings Niosh Slips, Trips, and Falls Proper attire article	F/U on education sent Double check per diem or contract shifts	Ongoing F/U 10/30/2024
10/14/2024	IW was pulled backwards to the ground by a resident.	Contract Selinsgrove Center Intermediate Facility	L Wrist	Education Sent: De-escalation for individuals with disabilities Acknowledgement Received 10/23/24	f/u with ortho	Ongoing F/U 11/22
10/30/2024	IW slipped and landed on their L knee	Contract Westmoreland Manor Nursing Home	L Knee	Pending Education	f/u to see which floor/wing this occurred on send education to hz for approval	Closed Full Duty Release 10/31/24

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
<i>“Top 10 Ways to Avoid Injury in Nursing”</i>	Uploaded to portal

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 “Situational Awareness”</i>	
<i>Group</i>	<i>Update on Goals</i>	

Status/Progress on Committee Goals

<u>Goal:</u>	<u>Updates/Action to be taken:</u>
	Reach out to Karen at KR – Dates to schedule annual training to meet the PA safety committee criteria

Other Reports or Guest Speakers

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

Meeting Adjourned:	9:37 – 10/31/24
Next Meeting:	11/2024
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.*