

**Dedicated Nursing Associates & DNA**  
**Safety Committee Meeting Agenda– Ohio**

**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.**
  - **Article on "Top 10 Ways to Avoid Injury in Nursing"**
6. **– New Business**
  - **Article on "Situational Awareness"**
  - **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**



**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**

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

**New Business (Round Table Discussion)**

<b><u>Committee Member Name:</u></b>	<b><u>Topic / Hazard Identified:</u></b>	<b><u>Responsibility Assigned To Whom &amp; Action To Be Taken:</u></b>
<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**

<b><u>Goal:</u></b>	<b><u>Updates/Action to be taken:</u></b>
	<i>CZ to reschedule quarterly claims reviews</i>

**Other Reports or Guest Speakers**

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


Meeting Adjourned:	9:39 – 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.*