

Dedicated Nursing Associates & DNA

Date of Meeting: 01/18/2018

Safety Committee Meeting Sign-In Sheet

Committee Member Name	Present	Absent	Signature
Danielle Reilly	x		
Aaron Ziraks	x		
Nicole Trabucco	x		
Christopher Young	x		
Kira Banos	x		

Safety Committee Guests / Visitors

- ✓ **Per the State of PA, you must have a quorum (one more than half) of members present at the meeting in order for the meeting to count towards your twelve meeting per year.**
- ✓ **This sign-in sheet should be attached to the corresponding safety committee meeting minutes and agenda, and kept on file with your safety committee records.**
- ✓ **Please be certain that the date on the sign-in sheet, agenda, and minutes are all the same for each meeting.**
- ✓ **You must maintain these records for at least FIVE years**

Dedicated Nursing Associates & DNA
Safety Committee Meeting Minutes

Date Of Meeting: <i>01/18/2018</i>
Time of Meeting: <i>11:00 am</i>
Location of Meeting: <i>Corporate Office - 6536 William Penn Hwy Rt 22, Delmont, PA 15626</i>

- 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.**
 - ✓ **Seasonal Flu – is it on the website?**
 - ✓ **Field staff for safety committee – Val still looking**
- 6. Round table discussion – New Business**
 - ✓ **How to handle patient complaints - suggested topic to put on website**
 - ✓ **Next Member to come up with next topics for discussion – Kira**
 - ✓ **Discuss 4th quarter walkthroughs**
- 7. Recommendations to management**

Dedicated Nursing Associates & DNA
Safety Committee Agenda

Meeting Date:
01/18/2018

Time meeting started: 11:00 am

Meeting Chairperson:
Danielle Reilly

<u>Present</u>	<u>Absent</u>
<i>Aaron Ziraks</i>	
<i>Danielle Reilly</i>	
<i>Nicole Trabucco</i>	
<i>Chris Young</i>	
<i>Kira Banos</i>	

Agenda for today's meeting was reviewed by all members: Yes No

Previous meeting minutes from (12/2017) were read and approved: Yes No

Review of Accidents/Incidents Since the Last Meeting (employee, non-employee, vehicle accidents, near misses, property, & other)

Date:	Cause / Description:	Corrective Action:
12/6/17	Strained back from lifting resident	Talk to employee about proper body mechanics
12/9/17	Car accident. Fractured sternum, knee and ribs	Go over safe driving document. Talk about driving safety and awareness
12/12/17	Pain in knee after helping patient in bed	Talk to employee about proper body mechanics

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Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
Field staff employee for committee	Val still working on it
Seasonal flu	It's on the website

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>Danielle</i>	<i>How to handle patient complaints</i>	<i>Make sure Ally puts this on the website</i>
<i>Aaron/Chris</i>	<i>Discuss 4th quarter walkthroughs</i>	<i>Everything looked good. Especially with new offices</i>

Other Reports or Guest Speakers

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

Meeting Adjourned:	11:36 am
Next Meeting:	2/20/18
Meeting Minutes Completed By: Danielle Reilly	

- ✓ **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.*

The 5 Why's - Root Cause Analysis for Workplace Injuries & Near-Miss Incidents

Steps in using The 5 Why's Root Cause Analysis Method:

1. Start with the undesired event.
2. Ask: "Why did the incident happen?" This is typically the Direct Cause.
3. Ask: "Why did that happen?" or "Why did that occur?" This is often a Contributing Cause.
4. Ask: "Why did this happen?" or "Why did this occur?" There may be other Contributing Causes
5. Continue asking "Why?" 5 or 6 times. You should get to the **root cause** by the answer to the 5th or 6th why question.

Use the form below to help you determine the root cause of an incident.

Incident Location:		Date of Incident:	
Employee(s) Involved:			
Supervisor:			

Undesired Event	<u><i>Describe briefly what the event was:</i></u>
Why did the incident happen? (Direct Cause)	
Why did this occur? (Contributing Cause)	
Root Cause:	
Corrective Action(s):	

