

Dedicated Nursing Associates & DNA

Date of Meeting: 06/19/2018

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: 06/19/2018

Time of Meeting: 11:00 am

Location of Meeting: Corporate Office - 6536 William Penn Hwy Rt 22, Delmont, PA 15626

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.
 - ✓ Reducing Stress, tips for caregivers – is it on the website?
 - ✓ Aaron talks with managers about violence in the field article
6. Round table discussion – New Business
 - ✓ Heat is Really A Problem with the Elderly - suggested topic to put on website
 - ✓ Discuss workers comp issues and go over ones that are consistently happening
 - ✓ Next Member to come up with next topics for discussion – Kira
7. Recommendations to management

Dedicated Nursing Associates & DNA
Safety Committee Agenda

Meeting Date:
06/19//2018

Time meeting started: 11:00 am

Meeting Chairperson:
Danielle Reilly

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

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

Previous meeting minutes from (05/2018) 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:
5/6/18	Combative patient kicked him in the chest	Talk to employee about handling aggressive patients
5/17/18	Transporting a patient and hit her elbow on the door frame	Talk to employee about being aware of her surroundings
5/20/18	Strained muscles during a patient transfer into bed	Talk to employee about proper body mechanics

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
Reducing stress article	It's on the website
Aaron talking to managers	He did

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>Heat is a problem article</i>	<i>Danielle to talk to Ally about putting it on the website</i>
<i>Everyone</i>	<i>Go over incidents</i>	<i>HR will talk to employees about incidents</i>

Other Reports or Guest Speakers

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

Meeting Adjourned:	11:29 am
Next Meeting:	7/17/18
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>Describe briefly what the event was:</u>
Why did the incident happen? (Direct Cause)	
Why did this occur? (Contributing Cause)	
Root Cause:	

Corrective Action(s):	
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