

**Dedicated Nursing Associates & DNA**

**Date of Meeting: 3/4/17**

**Safety Committee Meeting Sign-In Sheet**

<b>Committee Member Name</b>	<b>Present</b>	<b>Absent</b>	<b>Signature</b>
Danielle Reilly	X		
Melissa Spagnol	X		
Aaron Ziraks	X		Conference Call
Tori Cerutti	X		
Chastity Williams	X		Conference Call

**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 Agenda

**Date Of Meeting:** 3/4/17

**Time of Meeting:** 10:30 AM

**Location of Meeting:** Corporate Office - 3875 Franklinton Ct, Suite 240, Murrysville, PA 15668

- 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.**
  - ✓ Review of drug test request form
  - ✓ Reviews of follow ups from the incidents we had in January
  - ✓ Status of online store
  - ✓ Incident report – how's it going with talking to all managers?
- 6. Round table discussion – New Business**
  - ✓ Quarterly walkthroughs are due for next meeting
  - ✓ Need to elect vice chairperson
  - ✓ Approval of by-laws
  - ✓ Drug test request form issues
  - ✓ There are a lot of incidents – what can we do to prevent?

**7. Recommendations to management**

**Dedicated Nursing Associates & DNA  
Safety Committee Minutes**

**Meeting Date:**  
3/2/17

**Time meeting started:** 10:30AM

**Meeting Chairperson:**  
Danielle Reilly

<u>Present</u>	<u>Absent</u>
<i>Danielle Reilly</i>	
<i>Melissa Spagnol</i>	
<i>Aaron Ziraks</i>	
<i>Tori Cerutti</i>	
<i>Chastity Williams</i>	

**Agenda for today’s meeting was reviewed by all members:  X  Yes   No**

**Previous meeting minutes from (02/2017) were read and approved:  X  Yes   No**

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

<b>Date:</b>	<b>Cause / Description:</b>	<b>Corrective Action:</b>
<i>2/7/17</i>	<i>Employee turned and twisted right knee</i>	<i>Follow up with employee to remind the importance of heightened awareness in the workplace and also education on body mechanics</i>
<i>2/13/17</i>	<i>Employee bent down to put towels away under a sink and hit her head on the counter</i>	<i>Follow up with employee to remind the importance of heightened awareness in the workplace</i>
<i>2/17/17</i>	<i>Employee pulled muscle in her back while doing a 2 person lift. She and the other employee were not on the same page as far as when to lift</i>	<i>Follow up with employee to provide strategies for better communication with co-workers</i>

2/21/17	While moving a resident, employee was struck in the head by the resident	Accident. Follow up with employee to be more aware to try and avoid future accidents
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### Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
Office Store	Waiting on approval from Craig
Drug Test Letter	Drafted by Tori. Tori needs to make changes and send to committee members for approval then will be uploaded to OneDrive
Incident Report	Revised by Tori and needs to be uploaded to OneDrive

### New Business (Round Table Discussion)

<u>Committee Member Name:</u>	<u>Topic / Hazard Identified:</u>	<u>Responsibility Assigned To Whom &amp; Action To Be Taken:</u>
Danielle Reilly	Quarterly walk throughs need completed	Aaron responsible for Ohio offices.
Danielle Reilly	Election of Melissa as Vice Chairperson	All in favor for approval
Danielle Reilly	Completion of application	Danielle must complete and submit
Tori Cerutti	Upload WC docs to OneDrive for admin employee access	Tori will finalize all docs and send to Danielle to upload
Danielle Reilly	Approval of by-laws	All in favor for approval

### Other Reports or Guest Speakers

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

<b>Meeting Adjourned:</b>	11:03 AM
<b>Next Meeting:</b>	4/7/17
<b>Meeting Minutes Completed By: Tori Cerutti</b>	

- ✓ 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 5<sup>th</sup> or 6<sup>th</sup> why question.

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

<b>Incident Location:</b>	Facility	<b>Date of Incident:</b>	2/17/2017
<b>Employee(s) Involved:</b>	Serena Perry		
<b>Supervisor:</b>	Nicole Newhart		

<b>Undesired Event</b>	<u><i>Describe briefly what the event was:</i></u> Employee pulled muscle in her back while doing a 2 person lift. She and other employee were not on the same page as far as when to lift
<b>Why did the incident happen? (Direct Cause)</b>	Employees did not communicate properly
<b>Why did this occur? (Contributing Cause)</b>	Both employees did not discuss their lift prior to attempting it
<b>Why did that occur? (Contributing Cause)</b>	Different training/strategies for when lifting
<b>Why did this occur? (Contributing Cause)</b>	

<b>Why did that occur? (Contributing Cause)</b>	
<b>Root Cause:</b>	Lack of communication
<b>Corrective Action(s):</b>	Offer training to employees to improve communication skills with co-workers