

Dedicated Nursing Associates & DNA

Date of Meeting: 5/5/17

Safety Committee Meeting Sign-In Sheet

Committee Member Name	Present	Absent	Signature
Danielle Reilly	x		
Aaron Ziraks	x		
Melissa Spagnol	x		
Tori Cerutti	x		
Chris Young		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 Agenda

Date Of Meeting: 5/5/17

Time of Meeting: 10:00 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.**
 - ✓ Incident report – how is it working out with all of the offices?
 - ✓ Needle stick prevention – is it on the website?
- 6. Round table discussion – New Business**
 - ✓ Quarterly walkthroughs due for next meeting
 - ✓ Worker Safety In your Hospital
 - ✓ Updates to WC drug testing policy based on information from OSHA seminar
 - ✓ Who would like to come up with next month's topic?
- 7. Recommendations to management**

Dedicated Nursing Associates & DNA
Safety Committee Agenda

Meeting Date:
5/5/17

Time meeting started: 10:00 AM

Meeting Chairperson:
Danielle Reilly

<u>Present</u>	<u>Absent</u>
<i>Melissa Spagnol</i>	<i>Chris Young</i>
<i>Aaron Ziraks</i>	
<i>Danielle Reilly</i>	
<i>Tori Cerutti</i>	

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

Previous meeting minutes from (04/2017) 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:
<i>3/6/2017</i>	<i>Employee rolling the patient in bed to perform personal hygiene. Patient resisted and left shoulder popped and tips of fingers went numb. Patient approximately 200 lbs. (Pittsburgh)</i>	<i>Advise employee to be aware of patient history before assisting. (Returned to work)</i>
<i>3/8/2017</i>	<i>While rolling patient over, employee grabbed draw sheet and injured her right lower back and pain continued up back (York)</i>	<i>Speak with employee and offer training on proper body mechanics (Employee still off work)</i>
<i>3/30/2017</i>	<i>Employee exiting home of patient and stepped down twisting her left ankle (Lewisburg)</i>	<i>Follow up with employee to ensure proper footwear was worn (Returned to work)</i>

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
<i>Needle stick prevention on website</i>	<i>Ally has put this on the website</i>

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 Reilly</i>	<i>Monthly Walk Throughs</i>	<i>Danielle, Melissa, Aaron and Chris must complete monthly walk through</i>
<i>Tori Cerutti</i>	<i>Worker Safety in Hospital (OSHA)</i>	<i>Ally needs to add the PDF to the website</i>
<i>Tori Cerutti</i>	<i>Post Incident Drug Testing</i>	<i>Danielle researching PA law for post incident drug testing</i>
<i>Danielle Reilly</i>	<i>Volunteer for June meeting topic</i>	<i>Danielle will provide topic for next meeting</i>

Other Reports or Guest Speakers

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

Meeting Adjourned:	5/5/17 10:46 am
Next Meeting:	6/9/17 3:00 pm
Meeting Minutes Completed By: Tori Cerutti	

- ✓ *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	<p><u><i>Describe briefly what the event was:</i></u></p> <ol style="list-style-type: none"> 1. While vaccuming the floor, Employee felt pain in lower back on right side and down her leg (Elsie Minium – LB) 2. Employee suffered a burn on her right forearm between the elbow and the wrist. (Pura Rivera – Allentown) 3. Employee moving patient up the bed and felt a pain on the left side from breast to back under arm (Aloycia Marcelle – Reading)
Why did the incident happen? (Direct Cause)	<ol style="list-style-type: none"> 1. Pre-existing condition 2. Toaster fire 3. Improper body mechanics
Why did this occur? (Contributing Cause)	<ol style="list-style-type: none"> 1. Employee not using proper body mechanics to prevent aggravation of the previous injury 2. Employee did not use proper method to extinguish fire 3. Employee did not lift employee properly
Why did that occur? (Contributing Cause)	
Why did this occur? (Contributing Cause)	

Why did that occur? (Contributing Cause)	
Root Cause:	
Corrective Action(s):	<ol style="list-style-type: none">1. Provide instructions on proper body mechanics and inquire about MD advice on follow up to her injury2. Provide education on fire safety3. Provide instructions on proper body mechanics during lifts