

## Dedicated Nursing Associates & DNA

Date of Meeting: 11/29/17

### Safety Committee Meeting Sign-In Sheet

Committee Member Name	Present	Absent	Signature
Danielle Reilly	x		
Aaron Ziraks	x		
Nicole Trabucco	x		
Christopher Young	x		
Tori Cerutti	x		

### **Safety Committee Guests / Visitors**

Sam Baudoux			

- ✓ 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:** 11/29/17

**Time of Meeting:** 10:00 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.**
  - ✓ Winter weather preparation – is it on the website?
  - ✓ Field staff for safety committee – Val still looking
  - ✓ Tori sending out proper body mechanic article after injuries – is this still being done?
- 6. Round table discussion – New Business**
  - ✓ Welcome new members Nicole Trabucco and Kira Banos
  - ✓ Winter Driving – snow and ice- suggested topic to put on website
  - ✓ 2018 training with Sam
- 7. Recommendations to management**

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

**Meeting Date:**  
11/29/17

**Time meeting started:** 10:00 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>Tori Cerutti</i>	
<i>Kira Banos</i>	
<i>Sam Baudoux</i>	

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

Previous meeting minutes from (10/2017) were read and approved:  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>
10/1/17	Client was sliding out of bed. Employee tried to catch the client and slipped, injuring her back	Education on proper body mechanics and communicating with client
10/14/17	Employee contracted scabies even though she was wearing gloves applying cream to resident	Education on universal precautions
10/16/17	Employee was transferring client multiple times in and out of her vehicle and injured her back	Education on proper body mechanics

10/17/17	Employee was transferring a patient from toilet to standing position then to wheelchair and her back started hurting	Education on proper body mechanics
10/11/17	While transferring resident into bed, employee felt a pull in her lower abdomen	Education on proper body mechanics
10/31/17	Resident punched employee in the back when her back was turned	Education on de-escalating

### **Status / Progress of Uncompleted Old Business**

<b><u>Old Business Item:</u></b>	<b><u>Updates:</u></b>
Field staff employee for committee	Val is working on it
Winter weather preparation	On website
Proper body mechanics	Distributing to employees post injury

### **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>Aaron Ziraks</i>	<i>Manager's Post Injury Conversation</i>	<i>Aaron – Manager Call</i>
<i>Danielle Reilly</i>	<i>Nomination of Kira Banos</i>	<i>All in favor</i>

### **Other Reports or Guest Speakers**

<b><u>Guest Name:</u></b>	<b><u>Topic Discussed / Presented to the Group</u></b>
<i>Sam Baudoux</i>	<i>Annual Training</i>

<b>Meeting Adjourned:</b>	<b>11AM</b>
<b>Next Meeting:</b>	<i>12/15/17 @ 11AM</i>

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.
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## **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>		<b>Date of Incident:</b>	
<b>Employee(s) Involved:</b>			
<b>Supervisor:</b>			

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

<b>Corrective Action(s):</b>	
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