

**Dedicated Nursing Associates & DNA**

**Date of Meeting: 11/16/2018**

**Safety Committee Meeting Sign-In Sheet**

<b>Committee Member Name</b>	<b>Present</b>	<b>Absent</b>	<b>Signature</b>
Danielle Reilly	x		
Aaron Ziraks	x		
Jenna Highfield	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**

<b>Date Of Meeting:</b> 11/16/2018
<b>Time of Meeting:</b> 11:00 am
<b>Location of Meeting:</b> 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.**
  - ✓ Article on weather related accident prevention – is it on the website?
  - ✓ Aaron and Chris talk with managers about professional boundaries so they can follow up with their employees
- 6. Round table discussion – New Business**
  - ✓ Article on Bed sores – 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
  - ✓ Walkthroughs due for next meeting
- 7. Recommendations to management**

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

Meeting Date:  
11/16/18

Time meeting started: 11:00 am

Meeting Chairperson:  
Danielle Reilly

<u>Present</u>	<u>Absent</u>
<i>Danielle Reilly</i>	
<i>Aaron Ziraks</i>	
<i>Chris Young</i>	<i>Chris Young</i>
<i>Jenna Highfield</i>	
<i>Kira Banos</i>	

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

Previous meeting minutes from (10/2018) 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>
10/3/18	Injured back while trying to roll a patient over	Talk to her about proper body mechanics
10/4/18	Combative patient punched her in the throat	Talk to her about de-escalating hostile residents
10/5/18	Was smacked in the face and fell backwards on the ground	Talk to her about de-escalating hostile residents
10/17/18	Lower back strain from lifting wheelchair	Talk to her about proper body mechanics
10/25/18	Hand got twisted when patient sat on it	Talk to her about being more aware of her surroundings

10/30/18	Right knee slammed against back of wheel chair	Talk to her about being more aware of her surroundings
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### **Status / Progress of Uncompleted Old Business**

<b><u>Old Business Item:</u></b>	<b><u>Updates:</u></b>
Article on weather related accidentson website	It's on the website
Aaron and Chris talking to managers about article	They did

### **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>Danielle</i>	<i>Bed sores article</i>	<i>done</i>
<i>Group</i>	<i>Discuss new incidents</i>	<i>Did</i>
<i>Aaron and Chris</i>	<i>Walkthroughs</i>	<i>Will complete them by next meeting</i>

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

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

<b>Meeting Adjourned:</b>	<b>11:27 am</b>
<b>Next Meeting:</b>	<b>December 21, 2018</b>
<b>Meeting Minutes Completed By: Danielle Reilly</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>		<b>Date of Incident:</b>	
<b>Employee(s) Involved:</b>			
<b>Supervisor:</b>			

<b>Undesired Event</b>	<u><i>Describe briefly what the event was:</i></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>	

