

**Dedicated Nursing Associates & DNA**

**Date of Meeting: 10/20/17**

**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		
Melissa Spagnol	x		
Christopher Young	x		
Tori Cerutti	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:** 10/20/17

**Time of Meeting:** 3:00 pm

**Location of Meeting:** Corporate Office - 3875 Franklintowne 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.
  - ✓ Workplace health and safety tips – yes, on website
  - ✓ Field staff for safety committee – Val still looking
  - ✓ Tori sending out proper body mechanic article after injuries – is this being done?
6. Round table discussion – New Business
  - ✓ Winter weather preparation - suggested topic to put on website
  - ✓ Vote for 2017-18 safety committee
7. Recommendations to management

## Dedicated Nursing Associates & DNA Safety Committee Minutes

**Meeting Date:**  
10/20/17

**Time meeting started:** 3:00 pm

**Meeting Chairperson:**  
Danielle Reilly

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

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

Previous meeting minutes from (09/2017) 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>
9/5/17	While standing patient from bed to chair, patient buckled putting weight on Emp. Left shoulder	Educate on proper body mechanics and communication
9/9/17	Injured back while transferring patient	Educate on proper body mechanics and communication
9/15/17	Slipped on water in the bathroom. Hit lower back on the sink	Educate on spatial awareness while working
9/20/17	Employee was taking a walk with her client and tripped on uneven pavement, injuring her knee	Educate on spatial awareness while working

9/26/17	While transferring client from toilet to wheelchair, client started to fall and employee caught him injuring left arm, shoulder and back	Educate on proper body mechanics and communication
9/29/17	Linen basket fell onto employee's right foot	Educate on spatial awareness while working

### Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
Field staff employee for committee	Val said she is still working on this
Workplace health and safety tips	It's on the website
Proper body mechanics	Tori continues to send this out to injured employees

### 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>
<i>Danielle Reilly</i>	<i>Voting for 2017-18 committee</i>	<i>Voted Melissa Spagnol out and Nicole Trabucco will be trained next month</i>

### Other Reports or Guest Speakers

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

<b>Meeting Adjourned:</b>	<b>3:37 pm</b>
<b>Next Meeting:</b>	<i>11/29/17</i>
<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>	<ol style="list-style-type: none"> <li>1. Cranberry</li> <li>2. Cranberry</li> <li>3. Lewisburg</li> <li>4. Lewisburg</li> <li>5. Lewisburg</li> <li>6. Lewisburg</li> </ol>	<b>Date of Incident:</b>	<ol style="list-style-type: none"> <li>1. 9/5/17</li> <li>2. 9/9/17</li> <li>3. 9/15/17</li> <li>4. 9/20/17</li> <li>5. 9/26/17</li> <li>6. 9/29/17</li> </ol>
<b>Employee(s) Involved:</b>	<ol style="list-style-type: none"> <li>1. Christine Armagost</li> <li>2. Tayler Moore</li> <li>3. Joysette Wright</li> <li>4. Pamela Hughes</li> <li>5. Haylee Stetts</li> <li>6. Sierra Steela</li> </ol>		
<b>Supervisor:</b>	<ol style="list-style-type: none"> <li>1. Robert Boothe</li> <li>2. Robert Boothe</li> <li>3. Chantelle Salwocki</li> <li>4. Chantelle Salwocki</li> <li>5. Chantelle Salwocki</li> <li>6. Chantelle Salwocki</li> </ol>		

<b>Undesired Event</b>	<p><b><u>Describe briefly what the event was:</u></b></p> <ol style="list-style-type: none"> <li>1. While standing patient from bed to chair, patient buckled putting weight on employee's left shoulder</li> <li>2. Injured back while transferring patient</li> <li>3. Slipped on water in the bathroom. Hit lower back on the sink</li> <li>4. Employee was taking a walk with her client and tripped on uneven pavement, injuring her knee</li> </ol>
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	<ol style="list-style-type: none"> <li>5. While transferring client from toilet to wheelchair, client started to fall and employee caught him injuring left arm, shoulder and back</li> <li>6. Linen basket fell onto employee's right foot</li> </ol>
<b>Why did the incident happen? (Direct Cause)</b>	<ol style="list-style-type: none"> <li>1. Misuse of proper body mechanics</li> <li>2. Misuse of proper body mechanics</li> <li>3. Employee not aware of her surroundings</li> <li>4. Misuse of proper body mechanics</li> <li>5. Misuse of proper body mechanics</li> <li>6. Employee not aware of her surroundings</li> </ol>
<b>Why did this occur? (Contributing Cause)</b>	<ol style="list-style-type: none"> <li>1. Employee may have been distracted</li> <li>2. Employee may have been distracted</li> <li>3. Employee did not take time to assess the situation</li> <li>4. Employee did not take time/distractions</li> <li>5. Employee may have been distracted</li> <li>6. Employee may have not been paying attention</li> </ol>
<b>Root Cause:</b>	<ol style="list-style-type: none"> <li>1. Employee had a lack of focus</li> <li>2. Employee had a lack of focus</li> <li>3. Employee had a lack of focus</li> <li>4. Employee had a lack of focus</li> <li>5. Employee did not communicate well enough</li> <li>6. Employee was not paying enough attention to surroundings</li> </ol>
<b>Corrective Action(s):</b>	<ol style="list-style-type: none"> <li>1. Educate on proper body mechanics</li> <li>2. Educate on proper body mechanics</li> <li>3. Educate on spatial awareness while working</li> <li>4. Educate on spatial awareness while working</li> <li>5. Educate on proper body mechanics</li> <li>6. Educate on spatial awareness while working</li> </ol>