

Dedicated Nursing Associates & DNA

Date of Meeting: 9/15/17

Safety Committee Meeting Sign-In Sheet

| Committee Member Name | Present | Absent | Signature |
|------------------------------|----------------|---------------|------------------|
| Danielle Reilly | X | | |
| Aaron Ziraks | X | | |
| Melissa Spagnol | X | | |
| Christopher Young | X | | |
| Tori Cerutti | X | | |
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Safety Committee Guests / Visitors

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- ✓ **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: 9/15/17

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.**
 - ✓ Fire Extinguisher Safety – is it on the website?
 - ✓ Field staff for safety committee
 - ✓ Tori sending out proper body mechanic article after injuries – is this being done?
- 6. Round table discussion – New Business**
 - ✓ <http://minoritynurse.com/workplace-health-and-safety-tips-for-nurses/>– suggested topic to put on website
 - ✓ Third quarter walkthroughs discussion
- 7. Recommendations to management**

Dedicated Nursing Associates & DNA
Safety Committee Minutes

Meeting Date:
9/15/17

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

Previous meeting minutes from (08/2017) were read and approved: X Yes No

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

| Date: | Cause / Description: | Corrective Action: |
|--------------|---|--|
| 8/6/17 | Employee was cleaning and picked up a dirty needle. Stuck her middle finger | Educate on universal precautions |
| 8/8/17 | Employee strained her lower back while doing a 2 person transfer | Educate on proper body mechanics and communication |
| 8/26/17 | Employee was punched in the ribs by a resident | Educate on de-escalation |

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| 8/28/17 | Employee was entering a bathroom when she slipped and fell on water that had overflowed from the toilet | 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 is still working on this |
| Fire extinguisher safety | Is it on the website? |
| Proper body mechanics | Tori going to give this to injured employees |
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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>Tori Cerutti</i> | <i>Safety Tips for Nurses</i> | <i>Ally will need to add to website</i> |
| <i>Danielle Reilly</i> | <i>Walkthroughs</i> | <i>No issues</i> |
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Other Reports or Guest Speakers

| <u>Guest Name:</u> | <u>Topic Discussed / Presented to the Group</u> |
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| Meeting Adjourned: | 3:25 pm |
| Next Meeting: | <i>10/20/2017</i> |
| 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.

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|------------------------------|---|--------------------------|--|
| Incident Location: | <ol style="list-style-type: none"> 1. Allentown (Client Home) 2. Reading (Facility) 3. Reading (Facility) 4. Lewisburg (Facility) | Date of Incident: | <ol style="list-style-type: none"> 1. 8/6/2017 2. 8/8/2017 3. 8/26/2017 4. 8/28/2017 |
| Employee(s) Involved: | <ol style="list-style-type: none"> 1. Kimberly Church 2. June Zwezig 3. Valerie Cameron 4. Patricia Stull | | |
| Supervisor: | <ol style="list-style-type: none"> 1. Shelly Schelner 2. Nicole Newhart 3. Nicole Newhart 4. Chantelle Salwocki | | |

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| Undesired Event | <u>Describe briefly what the event was:</u> <ol style="list-style-type: none"> 1. Employee was cleaning and picked up a dirty needle. Stuck her middle finger 2. Employee strained her lower back while doing a 2 person transfer 3. Employee was punched in the ribs by a resident 4. Employee was entering a bathroom when she slipped and fell on water that had overflowed from the toilet |
| Why did the incident happen? (Direct Cause) | <ol style="list-style-type: none"> 1. Employee was not aware of her surroundings 2. Misuse of proper body mechanics 3. Lack of de-escalation 4. Employee was not aware of her surroundings |
| Why did this occur? (Contributing Cause) | <ol style="list-style-type: none"> 1. Employee may have been distracted 2. Lack of communication between employee, coworker and patient 3. Employee did not take time to assess the situation 4. Employee was not taking time/distractions |

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|------------------------------|---|
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| Root Cause: | <ol style="list-style-type: none">1. Employee had a lack of focus2. Employee did not communicate with other individuals involved3. Employee was unable to de-escalate the patient4. Employee had a lack of focus |
| Corrective Action(s): | <ol style="list-style-type: none">1. Educate on universal precautions2. Educate on proper body mechanics and communication3. Educate on de-escalation4. Educate on spatial awareness while working |