

Dedicated Nursing Associates & DNA

Date of Meeting: 10/28/2016.

Safety Committee Meeting Sign-In Sheet

Committee Member Name	Present	Absent	Signature
Danielle Reilly	X		
Chastity Williams	X		Conference Line
Aaron Ziraks	X		Conference Line
Melissa Spagnol	X		

Safety Committee Guests / Visitors

Sam Baudoux	X		

- ✓ **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: 10/28/2016

Time of Meeting: 11:00

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 of hazard inspections if completed this month.
 6. Review the status of old business and the committee's suggested corrective actions.
 7. Round table discussion – New Business
 8. Reports / information from guest speakers
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- ✓ The agenda should be distributed to safety committee members at least three to five days prior to the actual meeting.
 - ✓ A copy should be attached to meeting minutes for distribution and/or posting.
 - ✓ This agenda should be attached to the corresponding safety committee meeting minutes 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.

Dedicated Nursing Associates & DNA Safety Committee Minutes

Meeting Date: 10/28/2016

Time meeting started: 11:00AM

Meeting Chairperson: Danielle Reilly (Elected today by Committee)

<u>Present</u>	<u>Absent</u>
<i>Danielle Reilly</i>	
<i>Chastity Williams</i>	
<i>Melissa Spagnol</i>	
<i>Aaron Zirak</i>	
<i>Sam Baudoux</i>	

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

Previous meeting minutes from (Month & Year) were read and approved: Yes No
N/A, First Meeting of Committee

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

<u>Date:</u>	<u>Cause / Description:</u>	<u>Corrective Action:</u>
<i>N/A</i>	<i>First Committee Meeting</i>	

Safety Walkthrough / Hazard Detection Review (if completed this month)

<u>Date:</u>	<u>Area:</u>	<u>Finding:</u>	<u>Responsibility Assigned To Whom & Action Taken:</u>
<i>N/A</i>			

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
<i>N/A</i>	<i>First Committee Meeting</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>Group Discussion</i>	<i>Elect Committee Chairperson and Secretary</i>	<i>Chairperson: Danielle Reilly Secretary: Chastity Williams Elected by unanimous vote</i>
<i>Group Discussion</i>	<i>Inclement weather</i>	<i>Danielle Reilly to research Winter related accidents and educational literature to minimize them. Present at next committee meeting for review.</i>

Other Reports or Guest Speakers

<u>Guest Name:</u>	<u>Topic Discussed / Presented to the Group</u>
<i>Sam</i>	<p><i>Safety Committee Training completed by Sam.</i></p> <ul style="list-style-type: none"> • <i>Apply to PA State Health & Safety Division to get BWC Safety Discount at least 30 days from April Renewal Date.</i> • <i>Safety Committee to meet once per month.</i> • <i>Safety Committee members remain on the committee for at least one year</i> • <i>Safety Committee Meetings must have an agenda, Sign-in Sheet, and meeting minutes.</i> • <i>Must complete safety walk through of branches at least once per quarter, completed by a member of the safety committee</i> • <i>During monthly Committee meetings, must discuss previous months incidents/accidents and discuss corrective actions.</i> • <i>Committee decisions are made via majority vote.</i>

Meeting Adjourned:	Date / Time: 10/28/2016 12:00PM
Next Meeting:	Date / Time: 11/18/2016 10:30AM
Meeting Minutes Completed By: Chastity Williams	

- ✓ *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	<u>Describe briefly what the event was:</u>
Why did the incident happen? (Direct Cause)	
Why did this occur? (Contributing Cause)	
Why did that occur? (Contributing Cause)	
Why did this occur? (Contributing Cause)	
Why did that occur? (Contributing Cause)	
Root Cause:	
Corrective Action(s):	