

Dedicated Nursing Associates & DNA

Date of Meeting: 11/18/2016.

Safety Committee Meeting Sign-In Sheet

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

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 Agenda

Date Of Meeting: 11/18/2016

Time of Meeting: 10:30

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**
- 9. Recommendations to management**

Dedicated Nursing Associates & DNA Safety Committee Minutes

Meeting Date: 11/18/2016

Time meeting started: 10:30 AM

Meeting Chairperson: Danielle Reilly

<u>Present</u>	<u>Absent</u>
<i>Danielle Reilly</i>	
<i>Chastity Williams</i>	
<i>Melissa Spagnol</i>	
<i>Aaron Ziraks</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

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>
08/21/2016	<i>Employee stated she got into a physical altercation with family member while working a consumer case for her father.</i>	<i>Provide education on Professional Boundaries when caring for a relative.</i>
10/22/2016	<i>Resident pushed emergency button while they were in the elevator. The employee was struck by the elevator door.</i>	<i>Provide education regarding supervision of residents while caring for them.</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>
N/A			

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
<i>Inclement Weather Literature</i>	<i>Danielle provided a print out for review.</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>Danielle Reilly</i>	<i>Begin to utilize the "5 Why's" when completing incident reports so we can properly analyze the data to ensure solutions.</i>	<i>Danielle to distribute form to Human Resources.</i>
<i>Danielle Reilly</i>	<i>Publishing Meeting Minutes on the DNA website</i>	<i>Danielle to work with Ally, DOM, to have meeting minutes place on DNA website</i>
<i>Chastity Williams</i>	<i>Creating a Safety Forum with safety tips on the DNA Website</i>	<i>Danielle & Chastity to discuss with Ally, DOM</i>
<i>Group Discussion</i>	<i>DNA Administrative staff providing transportation for field staff during inclement weather.</i>	<i>Voted: Outcome: Administrative staff are not to provide transportation for field staff during inclement weather. Other options for field staff would be uber or taxi. Aaron to notify Branch Managers of this decision.</i>
<i>Aaron Ziraks</i>	<i>Suggested promotion safety items, such as DNA ice scrapers</i>	<i>Aaron to follow up with CEO and DOM.</i>

Other Reports or Guest Speakers

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

Meeting Adjourned:	Date / Time: 11/18/2016 11:30AM
Next Meeting:	Date / Time: 12/16/2016 10:30AM
Meeting Minutes Completed By:	

- ✓ *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:	10/22/16
Employee(s) Involved:	Kimberly Baransky		
Supervisor:	Nicole Newhart		

Undesired Event	<i><u>Describe briefly what the event was:</u> Employee was struck by elevator door. Resident hit emergency button and doors closed in on her</i>
Why did the incident happen? (Direct Cause)	Employee was not in control of the resident she was taking care of
Why did this occur? (Contributing Cause)	Employee wasn't paying close enough attention to resident
Why did that occur? (Contributing Cause)	She was getting too comfortable and careless
Why did this occur? (Contributing Cause)	
Why did that occur? (Contributing Cause)	
Root Cause:	Lack of attention
Corrective Action(s):	Provide education to employee about providing better supervision to her residents when she is working