

**Dedicated Nursing Associates & DNA**

**Date of Meeting: 8/11/17**

**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:** 8/11/17

**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.**
  - ✓ **Distracted Driving – is it on the website?**
  - ✓ **Field staff for safety committee**
  - ✓ **Tori sending out proper body mechanic article after injuries – is this being done?**
  - ✓ **MVRs – thoughts?**
- 6. Round table discussion – New Business**
  - ✓ **Fire Extinguisher Safety – suggested topic to put on website**
  - ✓ **Third quarter walkthroughs due for next meeting**
- 7. Recommendations to management**

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

**Meeting Date:**  
8/11/17

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

**Meeting Chairperson:**  
Danielle Reilly

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

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

**Previous meeting minutes from (07/2017) 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>
7/1/17	Employee stuck by needed when she was handed a used one to put the lid on. She was wearing gloves	Review universal precautions
7/5/17	Irate patient hit employee on her left wrist	De-escalation training
7/8/17	Back pain after repositioning client	Education on body mechanics

7/17/17	Hurt back while moving client to a toilet. Toilet seat slipped	Education on body mechanics
7/22/17	Hurt back while doing a 2 person lift	Education on body mechanics
7/25/17	Bent down to unlock wheels on a wheelchair and felt pain in her back	Education on body mechanics

### 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
Distracted Driving	Is it on the website?
Proper body mechanics	Tori giving 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>Tori Cerutti</i>	<i>Fire Extinguisher Safety</i>	<i>Ally will need to add to website</i>
<i>Danielle Reilly</i>	<i>MVRs</i>	<i>Talk to Aaron and Melissa</i>

### Other Reports or Guest Speakers

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

<b>Meeting Adjourned:</b>	<b>8/11/2017 @ 3:33 PM</b>
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<b>Next Meeting:</b>	
<b>Meeting Minutes Completed By: Tori Cerutti</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. Lewisburg (Client Home)</li> <li>2. Lewisburg (Facility)</li> <li>3. Allentown (Client Home)</li> <li>4. Lewisburg (Client Home)</li> <li>5. Pittsburgh (Facility)</li> <li>6. Lewisburg (Facility)</li> </ol>	<b>Date of Incident:</b>	<ol style="list-style-type: none"> <li>1. 7/1/2017</li> <li>2. 7/5/2017</li> <li>3. 7/8/2017</li> <li>4. 7/17/2017</li> <li>5. 7/22/2017</li> <li>6. 7/25/2017</li> </ol>
<b>Employee(s) Involved:</b>	<ol style="list-style-type: none"> <li>1. Sarah Coker</li> <li>2. Gabrielle Remphrey</li> <li>3. Tasha Miranda</li> <li>4. Brittany Short</li> <li>5. Lauren Robinson</li> <li>6. Angela Marks</li> </ol>		
<b>Supervisor:</b>	<ol style="list-style-type: none"> <li>1. Chantelle Salwocki</li> <li>2. Chantelle Salwocki</li> <li>3. Shelly Schelner</li> <li>4. Chantelle Salwocki</li> <li>5. Valerie Stillwagon</li> <li>6. Chantelle Salwocki</li> </ol>		

<b>Undesired Event</b>	<p><u>Describe briefly what the event was:</u></p> <ol style="list-style-type: none"> <li>1. Employee was stuck when she was handed a used needle from client. She was wearing gloves.</li> <li>2. Irate patient hit employee on her left wrist</li> <li>3. Back pain after repositioning client</li> <li>4. Hurt back while moving client to toilet. Toilet seat slipped</li> <li>5. Hurt back while doing a 2 person lift</li> <li>6. Bent down to unlock wheels on a wheelchair and felt pain in her back</li> </ol>
<b>Why did the incident happen? (Direct Cause)</b>	<ol style="list-style-type: none"> <li>1. Inattentiveness</li> <li>2. Lack of de-escalation</li> <li>3. Improper use of body mechanics</li> <li>4. Improper use of body mechanics</li> <li>5. Improper use of body mechanics</li> <li>6. Improper use of body mechanics</li> </ol>
<b>Why did this occur? (Contributing Cause)</b>	<ol style="list-style-type: none"> <li>1. Lack of communications</li> <li>2. Lack of information about patient</li> <li>3. Lack of communication</li> <li>4. Lack of communication</li> <li>5. Lack of communication</li> <li>6. Lack of communication</li> </ol>
<b>Root Cause:</b>	<ol style="list-style-type: none"> <li>1. Employee was not communicating and unaware of patient's actions</li> <li>2. Employee did not educate or properly de-escalate</li> <li>3. Employee use proper body mechanics while communicating with client/patient</li> <li>4. Employee use proper body mechanics while communicating with client/patient</li> <li>5. Employee use proper body mechanics while communicating with client/patient</li> <li>6. Employee use proper body mechanics while communicating with client/patient</li> </ol>
<b>Corrective Action(s):</b>	<ol style="list-style-type: none"> <li>1. Review universal precautions</li> <li>2. Provide de-escalation training</li> <li>3. Educate on proper body mechanics and communication</li> <li>4. Educate on proper body mechanics and communication</li> <li>5. Educate on proper body mechanics and communication</li> <li>6. Educate on proper body mechanics and communication</li> </ol>