

Dedicated Nursing Associates & DNA

Date of Meeting: 12/16/16

Safety Committee Meeting Sign-In Sheet

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

Safety Committee Guests / Visitors

Tori Cerutti	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: 12/16/2016

Time of Meeting: 11:00 AM

Location of Meeting: Corporate Office - 3875 Franklinton Ct, Suite 240, Murrysville, PA 15668

- 1. Roll Call**
- 2. Welcome Tori Cerutti to the committee**
- 3. Review agenda for this meeting.**
- 4. Review and approve last month's meeting minutes.**
 - ✓ **Talking to Ally to set up minutes and safety tips on website**
 - ✓ **Discuss with branch managers about not being allowed to transport employees in bad weather conditions**
 - ✓ **Check status of getting promotional safety items like ice scrapers**
- 5. Review of workplace accidents that have occurred since the last meeting; discuss contributing cause, root cause, and corrective actions.**
- 6. Review of safety checklist and approval for use**
- 7. Review the status of old business and the committee's suggested corrective actions.**
- 8. Round table discussion – New Business**
- 9. Recommendations to management**

Dedicated Nursing Associates & DNA
Safety Committee Minutes

Meeting Date:
12/16/16

Time meeting started: 11:00 AM

Meeting Chairperson:
Danielle Reilly

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

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

Previous meeting minutes from (Month & Year) were read and approved: X 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>
<i>11/06/16</i>	<i>Employee injured right arm/shoulder transferring a resident from bed to wheelchair/No Witnesses</i>	<i>Provide education on Transferring patients safely. Add info to Website</i>
<i>11/29/16</i>	<i>Employee injured back while turning a patient</i>	<i>Provide education on proper body mechanics</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>

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
<i>DOM to add Safety Information to DNA Website</i>	<i>Completed, Ally added a Safety Committee Section to the Company website</i>
<i>Winter Driving</i>	<i>COO, Aaron Ziraks stated he educated Regional Manager, C Young on DNA Administrative employees not transporting field staff during inclement weather. Per Aaron, he will educate the other Managers this week.</i>
<i>Promotional Safety Items</i>	<i>Per Aaron Ziraks, meeting to take place 01/06/17 with President, Craig Fusting to discuss promotional safety items</i>
<i>Safety Walk Through Checklist</i>	<i>Safety Walk Through Checklist review and approved by all committee members. Walk through to take prior to next 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>All</i>	<i>Vote to include Tori Cerutti to the Safety Committee.</i>	<i>All: Unanimously approved</i>
<i>All</i>	<i>Vote to replace Chastity Williams as Secretary and replace with Tori Cerutti</i>	<i>ALL: Unanimously approved</i>
<i>Chastity Williams</i>	<i>We need consistency within the incident reporting phase.</i>	<i>Tori to develop a standardized Incident Report</i>
<i>Danielle Reilly/Tori Cerutti</i>	<i>All Injured employees should be directed to Human Resources to report and complete an incident report</i>	<i>Tori to review procedures and alert all Branches of the change</i>
<i>Chastity Williams</i>	<i>Drug Testing: All injured employees should be drug tested, vote requested</i>	<i>Unanimous yes vote, Aaron Ziraks to notify all Managers, Danielle and Chastity to review current DNA company policy and update as necessary.</i>

Other Reports or Guest Speakers

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

Meeting Adjourned:	12/16/2016 / 12:02PM
Next Meeting:	01/20/17/ 11:00AM
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.
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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):	