

Dedicated Nursing Associates & DNA

Date of Meeting: 2/10/17

Safety Committee Meeting Sign-In Sheet

Committee Member Name	Present	Absent	Signature
Danielle Reilly	X		
Aaron Ziraks	X		
Melissa Spagnol	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 Agenda

Date Of Meeting: 2/10/2017

Time of Meeting: 10:30 AM

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 the status of old business and the committee's suggested corrective actions.**
 - ✓ Check status of getting promotional safety items like ice scrapers
- 6. Round table discussion – New Business**
 - ✓ How is new incident report working
 - ✓ Need to draft a drug testing request form
 - ✓ How to handle employees on restrictions for long periods of time
 - ✓ OSHA compliance course
- 7. Recommendations to management**

Dedicated Nursing Associates & DNA
Safety Committee Minutes

Meeting Date:
 2/10/17

Time meeting started: 10:30AM

Meeting Chairperson:
 Danielle Reilly

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

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

Previous meeting minutes from (01/2017) 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:
<i>1/4/2017</i>	<i>While transferring, the resident fell and weight of patient put on left write</i>	
<i>1/7/17</i>	<i>Employee was pushing a food card and hit left hand against display unit on wall</i>	
<i>1/19/17</i>	<i>PT being combative by throwing alarm across room. EE attempted to tend to PT and PT grabbed right wrist and would not let go. (Facility disputed the validity of the claim)</i>	

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
<i>Promotional Safety Items</i>	<i>Where do these stand?</i>
<i>Drug Testing</i>	<i>Email sent to inform managers that drug testing will be done on all cases</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>

Other Reports or Guest Speakers

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

Meeting Adjourned:	
Next Meeting:	
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:	
Employee(s) Involved:			
Supervisor:			

Undesired Event	<i><u>Describe briefly what the event was:</u></i>
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):	