

Dedicated Nursing Associates & DNA

Date of Meeting: 4/7/17

Safety Committee Meeting Sign-In Sheet

Committee Member Name	Present	Absent	Signature
Tori Cerutti	x		
Danielle Reilly	x		
Aaron Ziraks	x		
Chris Young	x		
Melissa Spagnol		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: 4/7/17

Time of Meeting: 10:00 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.**
 - ✓ **Safety Committee Application was completed and approved**
 - ✓ **Reviews of follow ups from the incidents we had in February**
 - ✓ **Status of online store**
 - ✓ **Drug testing request form – are we still having issues?**
 - ✓ **Incident report – how is it working out with all of the offices?**
- 6. Round table discussion – New Business**
 - ✓ **Welcome Chris Young to the safety committee**
 - ✓ **Quarterly walkthroughs have been completed**
 - ✓ **Suggested education – needle and sharps stick prevention**

- ✓ **Committee members need to come up with education material for next meeting**

7. Recommendations to management

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

Meeting Date:
4/7/17

Time meeting started: 10:00 AM

Meeting Chairperson:
Danielle Reilly

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

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

Previous meeting minutes from (03/2017) were read and approved: 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>3/6/2017</i>	<i>Employee rolling the patient in bed to perform personal hygiene. Patient resisted and left shoulder popped and tips of fingers went numb. Patient approximately 200 lbs. (Pittsburgh)</i>	<i>Advise employee to be aware of patient history before assisting. (Returned to work)</i>
<i>3/8/2017</i>	<i>While rolling patient over, employee grabbed draw sheet and injured her</i>	<i>Speak with employee and offer training on proper body mechanics (Employee still off work)</i>

	<i>right lower back and pain continued up back (York)</i>	
3/30/2017	<i>Employee exiting home of patient and stepped down twisting her left ankle (Lewisburg)</i>	<i>Follow up with employee to ensure proper footwear was worn (Returned to work)</i>

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>

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:	10:35 am
Next Meeting:	<i>May 7, 2017</i>
Meeting Minutes Completed By: Tori Cerutti	

- ✓ *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:	<ol style="list-style-type: none"> 1. Facility (LGAR) 2. Facility (Quarryville) 3. Client Home (Lewisburg) 	Date of Incident:	<ol style="list-style-type: none"> 1. 3/6/2017 2. 3/8/2017 3. 3/30/2017
Employee(s) Involved:	<ol style="list-style-type: none"> 1. Haley Harrison 2. Colleen Hammond 1. Rebecca Hamilton 		
Supervisor:	<ol style="list-style-type: none"> 1. Valerie Stillwagon 2. Kristina Lamont 3. Chantelle 		

Undesired Event	<i>Describe briefly what the event was:</i> <ol style="list-style-type: none"> 1. Patient resisted in bed and employees shoulder popped 2. Rolling patient over in bed and injured lower back 3. Employee fell exiting patient home injuring her ankle
Why did the incident happen? (Direct Cause)	<ol style="list-style-type: none"> 1. Patient behaving in a combative manner 2. Improper body mechanics 3. Employee did not have awareness of her surroundings
Why did this occur? (Contributing Cause)	<ol style="list-style-type: none"> 1. Patient may have a disorder that causes combative behavior 2. Improper lifting method 3. Employee may have been distracted
Why did that occur? (Contributing Cause)	<ol style="list-style-type: none"> 1. Employee may have been unaware of patient history 2. Employee was not taking her time

Why did this occur? (Contributing Cause)	1. Lack of communication
Why did that occur? (Contributing Cause)	
Root Cause:	<ol style="list-style-type: none"> 1. Employee was unaware of patient history due to a lack of communication 2. Employee was not taking the time to use proper body mechanics 3. Employee was not aware of her surroundings causing her to fall
Corrective Action(s):	<ol style="list-style-type: none"> 1. Spoke with employee to ensure they are aware of the importance of communication 2. Spoke with employee on multiple occasions about body mechanics (Still out of work) 3. Spoke with employee about heightened awareness while on and off the job