

**Dedicated Nursing Associates & DNA**

**Date of Meeting: 04/17/2018**

**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		
Nicole Trabucco	x		
Christopher Young	x		
Kira Banos	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:** 04/17/2018

**Time of Meeting:** 11:00 am

**Location of Meeting:** Corporate Office - 6536 William Penn Hwy Rt 22, Delmont, PA 15626

- 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.**
  - ✓ Handling aggressive patients – is it on the website?
  - ✓ Aaron's talks with managers about aggressive patients
- 6. Round table discussion – New Business**
  - ✓ Violence in the field - suggested topic to put on website
  - ✓ Discuss workers comp issues and go over ones that are consistently happening
  - ✓ Next Member to come up with next topics for discussion – Chris
- 7. Recommendations to management**
  - ✓ Talk to individual managers about discussing articles with employees on violence in the field

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

**Meeting Date:**  
**04/17/2018**

**Time meeting started:** 11:00 am

**Meeting Chairperson:**  
**Danielle Reilly**

<u>Present</u>	<u>Absent</u>
Aaron Ziraks	
Danielle Reilly	
Nicole Trabucco	
Chris Young	
Kira Banos	

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

**Previous meeting minutes from (03/2018) 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>
3/3/18	Employee was attacked by a cat, it bit her leg	talk to employee about awareness of surroundings
3/11/18	Slipped on floor by garbage can	talk to employee about awareness of surroundings
3/17/18	Employee was lifting a resident and shoulder popped	talk to employee about proper body mechanics

3/30/18	Felt sudden joint pain down right leg when bending down to help a client	Talk to employee about proper body mechanics

### **Status / Progress of Uncompleted Old Business**

<b><u>Old Business Item:</u></b>	<b><u>Updates:</u></b>
Handling aggressive patients	Article was put on the website and Aaron talked to all managers about discussing this with their employees

### **New Business (Round Table Discussion)**

<b><u>Committee Member Name:</u></b>	<b><u>Topic / Hazard Identified:</u></b>	<b><u>Responsibility Assigned To Whom &amp; Action To Be Taken:</u></b>
<i>Aaron</i>	<i>Violence in the workplace</i>	<i>Talk to Ally about putting this on the website</i>
<i>Team</i>	<i>Workers comp issues</i>	<i>Group discussed all issues that happened and ways to prevent it</i>
<i>Aaron</i>	<i>Violence in the workplace- talking to managers about it</i>	<i>Aaron is going to talk to each manager so that they can relay this info to their employees and refer them to the website to review</i>

### **Other Reports or Guest Speakers**

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

Meeting Adjourned:	11:41
Next Meeting:	5/15/18
Meeting Minutes Completed By: Danielle Reilly	

- ✓ 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>		<b>Date of Incident:</b>	
<b>Employee(s) Involved:</b>			
<b>Supervisor:</b>			

<b>Undesired Event</b>	<u>Describe briefly what the event was:</u>
<b>Why did the incident happen? (Direct Cause)</b>	
<b>Why did this occur? (Contributing Cause)</b>	

<b>Root Cause:</b>	
<b>Corrective Action(s):</b>	