

**Dedicated Nursing Associates & DNA**

**Date of Meeting: 08/17/2018**

**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		
Jenna Highfield	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:** 08/17/2018

**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.**
  - ✓ **Clean Hands Count for Safe Healthcare – is it on the website?**
  - ✓ **Aaron and Chris talk with managers about clean hands article so they can pass it on to their employees**
  - ✓ **Jenna Highfield voted in as new member of committee**
- 6. Round table discussion – New Business**
  - ✓ **Fall Prevention and Management - 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**
- 7. Recommendations to management**

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

**Meeting Date:**  
**08/17/18**

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

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

<b><u>Present</u></b>	<b><u>Absent</u></b>
<i>Danielle Reilly</i>	
<i>Aaron Ziraks</i>	
<i>Chris Young</i>	
<i>Jenna Highfield</i>	
<i>Kira Banos</i>	

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

**Previous meeting minutes from (07/2018) were read and approved:  x 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>
7/7/18	Hurt back while doing patient transfer	Talk to employee about using proper body mechanics
7/19/18	Twisted ankle and hurt knee from slipping on a puddle of water	Talk to employee about being more aware of surroundings
7/27/18	Pulled muscle in lower back from transferring patient	Talk to employee about proper body mechanics

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### Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
Clean Hands article	On website and discussed with managers
New member	Jenna Highfield nominated

### 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>Kira</i>	<i>Fall and Prevention article</i>	<i>Have ally put it on the site and Aaron and Chris talk to managers</i>
<i>Jenna</i>	<i>Member to come up with next month's topic</i>	<i>Jenna is going to</i>

### Other Reports or Guest Speakers

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

<b>Meeting Adjourned:</b>	<b>11:23 am</b>
<b>Next Meeting:</b>	<b>9/21/18</b>
<b>Meeting Minutes Completed By: Danielle Reilly</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>		<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>	