

**Dedicated Nursing Associates & DNA**

**Date of Meeting: 01/18/2019**

**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 Minutes**

**Date Of Meeting:** 01/18/2019

**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.**
  - ✓ **Article on Dementia, Caregiving and Controlling Frustration – is it on the website?**
  - ✓ **Aaron and Chris talk with managers about bed sore prevention so they can follow up with their employees**
- 6. Round table discussion – New Business**
  - ✓ **Article on Ergometric Stretching Exercises – 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 Minutes**

Meeting Date:  
01/18/2019

Time meeting started: 11:00 am

Meeting Chairperson:  
Danielle Reilly

<u>Present</u>	<u>Absent</u>
<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 (12/2018) 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>
12/22/18	Lower back strain from transferring resident	Talk to employee about proper body mechanics
12/27/18	Sprained ankle from tripping off last step	Talk to employee about better awareness of surroundings
12/31/18	Was punched in the left temple and back from combative resident	Talk to employee about deescalating hostile residents

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**Status / Progress of Uncompleted Old Business**

<b><u>Old Business Item:</u></b>	<b><u>Updates:</u></b>
Article on Dementia	It was put on the website
Aaron and Chris talking to managers about article	They did

**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>Danielle</i>	<i>Ergometric Stretching Article</i>	<i>Danielle get it on website</i>
<i>Group</i>	<i>Discuss new incidents</i>	<i>We did</i>

**Other Reports or Guest Speakers**

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

<b>Meeting Adjourned:</b>	<b>11:24</b>
<b>Next Meeting:</b>	<b>2/21/19</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>	