

Dedicated Nursing Associates & DNA

Date of Meeting: 10/26/2018

Safety Committee Meeting Sign-In Sheet

Committee Member Name	Present	Absent	Signature
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: 10/26/2018
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.**
 - ✓ **Article on Professional boundaries – is it on the website?**
 - ✓ **Aaron and Chris talk with managers about professional boundaries so they can follow up with their employees**
- 6. Round table discussion – New Business**
 - ✓ **Article on weather related accident prevention – 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:
10/26/18

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: Yes No

Previous meeting minutes from (09/2018) 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:
9/6/18	Tripped and fell on sidewalk. Skinned her knee and elbow	Talk to employee about being more aware of her surroundings
9/19/18	Picked up cane and hit mouth. Cracked a tooth	Talk to employee about being more careful
9/5/18	Pain in rib caused by patient transfer	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>
Article on Professional Boundaries	It's on the website
Aaron and Chris talking to managers about article	They talked to them

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>
<i>Danielle</i>	<i>Continuous back strains, how to prevent them?</i>	<i>Danielle talk to branches</i>
<i>Group</i>	<i>Talk about new injuries</i>	

Other Reports or Guest Speakers

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

Meeting Adjourned:	11:35 am
Next Meeting:	11/16/2018
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 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	<u><i>Describe briefly what the event was:</i></u>
Why did the incident happen? (Direct Cause)	
Why did this occur? (Contributing Cause)	
Root Cause:	
Corrective Action(s):	

