

**Dedicated Nursing Associates & DNA**

**Date of Meeting: 02/28/2019**

**Safety Committee Meeting Sign-In Sheet**

<b>Committee Member Name</b>	<b>Present</b>	<b>Absent</b>	<b>Signature</b>
Danielle Reilly			
Christina Zappa			
Jenna Highfield			
Christopher Young			
Kira Banos			

**Safety Committee Guests / Visitors**

Sam Baudoux			

- ✓ 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:** 2/28/2019

**Time of Meeting:** 1:00 pm

**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 Ergometric Stretching Exercises – 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 Wandering Patients – suggested topic to put on website
  - ✓ Sam Baudoux to do annual training
  - ✓ Discuss workers comp issues and go over ones that are consistently happening
  - ✓ Nominate Christina Zappa to the committee. Discuss new structure
  - ✓ Next Member to come up with next topics for discussion
7. Recommendations to management




**Status / Progress of Uncompleted Old Business**

<b><u>Old Business Item:</u></b>	<b><u>Updates:</u></b>
Article on Ergometric stretching	
Aaron and Chris talking to managers about article	

**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>Article on wandering employees</i>	
<i>Group</i>	<i>Discuss new incidents</i>	
<i>Danielle</i>	<i>Nominating Christina to committee</i>	

**Other Reports or Guest Speakers**

<b><u>Guest Name:</u></b>	<b><u>Topic Discussed / Presented to the Group</u></b>
<i>Sam</i>	<i>Annual training</i>

<b>Meeting Adjourned:</b>	
<b>Next Meeting:</b>	
<b>Meeting Minutes Completed By:</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.
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## 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.

Incident Location:		Date of Incident:	
Employee(s) Involved:			
Supervisor:			

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

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