

Dedicated Nursing Associates & DNA

Date of Meeting: 7/14/17

Safety Committee Meeting Sign-In Sheet

Committee Member Name	Present	Absent	Signature
Danielle Reilly	X		
Aaron Ziraks	X		
Melissa Spagnol		X	
Christopher Young	X		
Tori Cerutti	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: 7/14/17

Time of Meeting: 3:00 pm

Location of Meeting: Corporate Office - 3875 Franklintonne Ct, Suite 240, Murrysville, PA 15668

- 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.**
 - ✓ Violence in the field – is it on the website?
 - ✓ Field staff for safety committee
- 6. Round table discussion – New Business**
 - ✓ Distracted Driving – suggested topic to put on website
 - ✓ MVRs – We need to start running these on homecare employees
- 7. Recommendations to management**

Dedicated Nursing Associates & DNA Safety Committee Agenda

Meeting Date:
7/14/17

Time meeting started: 3:00 pm

Meeting Chairperson:
Danielle Reilly

<u>Present</u>	<u>Absent</u>
<i>Tori Cerutti</i>	
<i>Danielle Reilly</i>	
<i>Aaron Ziraks</i>	
<i>Melissa Spagnol</i>	
<i>Chris Young</i>	

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

Previous meeting minutes from (06/2017) 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:
6/2/17	Employee was performing a 2 person lift and injured his lower back	Education on proper body mechanics and communication with co-workers.
6/5/17	Patient was unable to stand on his own. He grabbed wrist of employee and twisted it while trying to stand. Another nurse intervened to make patient stop	Remind employee to always education themselves about patient (i.e., reading chart) before caring for them. Suggest use of a pull up bar to help patient stand.
6/5/17	Employee was using stair lift to transfer client. Client leaned backwards. Employee injured her lower back trying to hold her up	Education on proper body mechanics and communicating with patient. Education on proper use of equipment.
6/12/17	Employee was running an errand for client and was rear ended by another car	Educate employee on distracted driving. Provide direction to article on DNA website.

6/14/17	Employee was doing multiple lifts and transfers and her right hand/wrist started to hurt	Educate on proper body mechanics and repetitive motion. Communicate with nursing home about work load/amount of lifts performed per employee.
6/21/17	Employee was doing a 2 person transfer and injured her upper back	Education employee on proper body mechanics and communication with patients/coworkers.
6/8/17	Employee injured right shoulder while adjusting client's bed position	Education employee on proper body mechanics and communication with patients/coworkers.
6/29/17	Patient leaned on employee irritating a previous work related injury to lower back	Education employee on proper body mechanics and communication with patients/coworkers.

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
Field staff employee for committee	Val is still working on this
Violence in the Workplace	Is it on the website?

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 Reilly</i>	<i>Distracted Driving</i>	<i>Ally will need to add to website</i>
<i>Danielle Reilly</i>	<i>MVRs</i>	
<i>Tori Cerutti</i>	<i>Proper body mechanics article to send via email post injury</i>	<i>Tori will need to communicate with employees</i>

Other Reports or Guest Speakers

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

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Meeting Adjourned:	3:35 pm
Next Meeting:	<i>August 11, 2017</i>
Meeting Minutes Completed By: Tori Cerutti	

- ✓ *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:	<ol style="list-style-type: none"> 1. Allentown 2. Lewisburg 3. Lewisburg 4. Lewisburg 5. Allentown 6. Pittsburgh 7. Lewisburg 8. Lewisburg 	Date of Incident:	<ol style="list-style-type: none"> 1. 6/2/2017 2. 6/5/2017 3. 6/5/2017 4. 6/8/2017 5. 6/12/2017 6. 6/14/2017 7. 6/21/2017 8. 6/29/2017
Employee(s) Involved:	<ol style="list-style-type: none"> 1. Richard Hendricks 2. Caitlyn Rogers 3. Sheena Glozzer 4. Stacey Herrick-Eicher 5. Johnny Price 6. Valerie Cameron 7. Amanda Struhala 8. Virginia Owens 		

Supervisor:	<ol style="list-style-type: none"> 1. Shelly Schelner 2. Chantelle Salwocki 3. Chantelle Salwocki 4. Chantelle Salwocki 5. Shelly Schelner 6. Valerie Stillwagon 7. Chantelle Salwocki 8. Chantelle Salwocki

Undesired Event	<p><u>Describe briefly what the event was:</u></p> <ol style="list-style-type: none"> 1. Employee was performing a 2 person lift and injured his lower back 2. Patient was unable to stand on his own. He grabbed wrist of employee and twisted it while trying to stand. Another nurse intervened to make patient stop. 3. Employee was using stair lift to transfer client. Client leaned backwards. Employee injured her lower back trying to hold her up. 4. Employee injured right shoulder while adjusting client's bed position. 5. Employee was running an errand for client and was rear ended by another car. 6. Employee was doing multiple lifts and transfers and her right hand/wrist started to hurt 7. Employee was doing a 2 person transfer and injured her upper back 8. Patient leaned on employee irritating a previous work related injury to lower back
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Why did the incident happen? (Direct Cause)	<ol style="list-style-type: none"> 1. Lack of communication 2. Misuse of body mechanics/equipment 3. Lack of communication 4. Improper use of body mechanics/equipment 5. Distracted driving 6. Misuse of body mechanics 7. Lack of communication 8. Misuse of body mechanics
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Why did this occur? (Contributing Cause)	<ol style="list-style-type: none"> 1. Improper use of body mechanics 2. Lack of information about patient 3. Improper use of body mechanics 4. Not moving at a slow enough pace 5. Rushing to complete a task for client 6. Not taking time between tasks 7. Misuse of body mechanics 8. Misuse of body mechanics
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Root Cause:	<ol style="list-style-type: none"> 1. Employee did not properly communicate with co-worker 2. Employee did not educate themselves about patient 3. Employee did not properly communicate with patient 4. Employee did not use proper body mechanics/not well educated on use of equipment 5. Employee did not have full attention on driving 6. Employee did not use proper body mechanics 7. Employee did not communicate/use proper body mechanics 8. Employee did not communicate/use proper body mechanics
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Corrective Action(s):	<ol style="list-style-type: none">1. Education on proper body mechanics and communication with co-workers.2. Remind employee to always education themselves about patient (i.e., reading chart) before caring for them. Suggest use of a pull up bar to help patient stand.3. Education on proper body mechanics and communicating with patient. Education on proper use of equipment.4. Education employee on proper body mechanics and communication with patients/coworkers.5. Educate employee on distracted driving. Provide direction to article on DNA website.6. Educate on proper body mechanics and repetitive motion. Communicate with nursing home about work load/amount of lifts performed per employee.7. Education employee on proper body mechanics and communication with patients/coworkers.8. Education employee on proper body mechanics and communication with patients/coworkers.
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