

Dedicated Nursing Associates & DNA

Date of Meeting: 6/9/17

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: 6/9/17

Time of Meeting: 3:00 pm

Location of Meeting: Corporate Office - 3875 Franklinton 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.**
 - ✓ **Worker Safety in your Hospital – is it on the website?**
 - ✓ **Drug testing – discuss random drug testing**
- 6. Round table discussion – New Business**
 - ✓ **Quarterly Walkthroughs**
 - ✓ **Need to elect field staff to safety committee**
 - ✓ **Violence in the field – suggested topic to put on website**
- 7. Recommendations to management**

Dedicated Nursing Associates & DNA Safety Committee Agenda

Meeting Date:
6/9/17

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: X Yes ___ No

Previous meeting minutes from (05/2017) were read and approved: X Yes ___ No

Review of Accidents/Incidents Since the Last Meeting (employee, non-employee, vehicle accidents, near misses, property, & other)

Date:	Cause / Description:	Corrective Action:
5/12/17	Employee was lifting client and felt pressure in her lower left side of back. Hoyer lift was provided but client's family would not use it	Give education on body mechanics. Have DIHS discuss with family the need for hoyer lift
5/18/17	Irate resident in motorized wheelchair pushed med cart into employee. Employee was pinned against a wall. Med cart hit her right elbow	Educate employee on dealing with difficult residents
5/24/17	Resident grabbed employee and bent his wrist backwards	Educate employee on dealing with difficult residents
5/25/17	Employee was assisting client into bed and pulled a muscle in her lower back	Give education on proper body mechanics

5/31/17	Employee was helping client out of wheelchair into walker to change his shorts. Client was falling and employee caught client injuring her right side of back/shoulder	Give education on proper body mechanics
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Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
Drug testing in the workplace	We cannot drug test everyone. We can do it under suspicion but not random and we need a policy on it.
Worker Safety in Hospital	It's on the website
Quarterly walkthroughs	Complete

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>Proposed adding 'violence in the field' article to website</i>	<i>Ally will need to add to website</i>

Other Reports or Guest Speakers

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

Meeting Adjourned:	3:30 pm
Next Meeting:	<i>July 14, 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:	1. Client's Home (Allentown) 2. Facility (North Carolina) 3. Facility (Lewisburg) 4. Client's Home (York) 5. Client's Home (Lewisburg)	Date of Incident:	1. 5/12/2017 2. 5/18/2017 3. 5/24/2017 4. 5/25/2017 5. 5/31/2017
Employee(s) Involved:	1. Amarely Marte 2. Regina Adams 3. Larry Remphrey 4. Dante King 5. Kyla Connor		
Supervisor:	1. Shelly Schelner 2. Kevin Capes 3. Chantelle Salwocki 4. Kristina Lamont 5. Chantelle Salwocki		
Undesired Event	<u><i>Describe briefly what the event was:</i></u> 1. Employee lifting client causing a back injury 2. Med cart hit employee in the elbow 3. Resident grabbed employee and bent wrist backwards 4. Employee was assisting client into bed and pulled a muscle in her lower back 5. Employee assisting client in transfer. Client fell and employee caught them injury back/shoulder		

<p>Why did the incident happen? (Direct Cause)</p>	<ol style="list-style-type: none"> 1. Employee did not use proper lifting technique 2. Irate patient in wheelchair pushed cart into employee 3. Employee may not have been aware of patient history 4. Employee was not using proper body mechanics 5. Employee was not moving slowly for patient pace
<p>Why did this occur? (Contributing Cause)</p>	<ol style="list-style-type: none"> 1. Employee did not use available hoyer lift 2. Employee was not aware of her surroundings 3. Employee did have all pertain information before caring for patient 4. Employee needed to slow down while performing a lift to prevent injury 5. Employee did not communicate with client
<p>Root Cause:</p>	<ol style="list-style-type: none"> 1. Employee needs to use better judgement before performing a lift 2. Employee needs to be more vigilant 3. Employee needs to ensure he is aware of patient history before caring for them 4. Employee needs to take time and using proper body mechanics to prevent injury 5. Employee needs to communicate with client to prevent injury
<p>Corrective Action(s):</p>	<ol style="list-style-type: none"> 1. Speak with employee about using proper equipment for lifting when available 2. Speak with employee about awareness of surrounding and being more alert while at work 3. Remind employee to ask/receive information on patient's before performing care 4. Educate/remind employee on proper body mechanics 5. Speak with employee about the importance of communication