

BUTLER AREA SCHOOL DISTRICT Safety Committee

AGENDA

January 10, 2019

7:30 A.M.

**Harriger Educational
Services Center**

- ❖ Call to Order
- ❖ Roll Call
- ❖ Approval of Previous Meeting Minutes
- ❖ Old Business
- ❖ New Business
 - Review current Workman's Compensation Report (Exhibit A)
 - Review current Occupational Injury/Disease Reports (Exhibit B)
 - Third Quarter Newsletter (Exhibit C)
- ❖ Miscellaneous Items
- ❖ Next Meeting
 - February 14, 2019
- ❖ Adjournment



**BUTLER AREA SCHOOL DISTRICT
WORKPLACE SAFETY COMMITTEE
INSPECTION & MEETING MINUTES
DECEMBER 13, 2018**

ROLL CALL

Members Present: Larry Boyle, Travis Craig, Ellen Scott and Les Zang
Members Absent: Glenn Raymer and Shirley Scialabba
Guests Present: Fred Word
Guests Absent: Nick Morelli

- Les Zang opened the Safety Committee meeting and welcomed all members who were in attendance.
- Larry Boyle motioned for approval of November's meeting minutes, seconded by Travis Craig; all members were in favor and the motion carried.

OLD BUSINESS:

- Les Zang completed 4.5 hours of training with his staff on Monday, November 12, 2018. Les will be conducting a similar training in the spring on a date to be determined.
- Receiving two additional quotes to repair the disconnect box at the Senior High School stadium is in progress.
- Salt supplies for the winter months have been received from Butler Township.

NEW BUSINESS:

- Safety Committee Members reviewed the Workman's Compensation Report since the last Safety Committee meeting on November 8, 2018. There were a total of five reported accidents with one of the accidents resulting in treatment being sought. None of the accidents resulted in loss of work time.
- Safety Committee Members reviewed the Occupational Injury/Disease Reports for the five accidents reported for the month. Les Zang will inspect the rubber entry mats at the buildings to ensure none are curling and causing a tripping hazard. No other corrective action is required for the accidents involved.
- The Workplace Safety Inspection Checklists were reviewed which were submitted from all of the district buildings. Les Zang and his department will address the maintenance requests submitted from the checklists. Les noted some of the requests for issues needing repaired have been received and completed by the maintenance department.
- Les Zang reported all district building principals and custodial staff will receive an informational Shut Down Procedure for protocol in the event of a hazardous material event with heating, venting and cooling units. The district maintenance vans will also carry copies of the informational procedures for each building within the district.
- Annual Safety Committee training was completed by Fred Word, Senior Risk Control, Safety & Health Consultant from UPMC Workpartners.

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- Next Safety Committee meeting: Thursday, January 10, 2019 @ 7:30 AM at the Administration Building.
 - Travis Craig motioned to adjourn the meeting and was seconded by Larry Boyle. All members were in favor and the motion carried.