

BUTLER AREA SCHOOL DISTRICT Safety Committee

AGENDA

November 12, 2020

7:00 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 Report Of Injury forms (Exhibit B)
- ❖ Miscellaneous Items
- ❖ Annual Safety Training @ 7:30 AM
- ❖ Next Meeting
 - December 10, 2020
- ❖ Adjournment



**BUTLER AREA SCHOOL DISTRICT
WORKPLACE SAFETY COMMITTEE
INSPECTION & MEETING MINUTES
OCTOBER 8, 2020**

ROLL CALL

Members Present: Dave Andrews, Larry Boyle, Chad Broman, Breit Cochran, Anita English, Ellen Scott & Les Zang.
Guest Absent: Fred Word

- The meeting was held both virtually and in person. Les Zang opened the Safety Committee meeting and welcomed all members in attendance.
- Dave Andrews motioned for approval of the September 10, 2020, meeting minutes with Anita English seconding the motion. All Safety Committee members were in favor and the motion carried.

OLD BUSINESS:

- Les Zang will contact the custodial staff at Northwest Elementary to address realignment of a door which opens into an area of a classroom.

NEW BUSINESS:

- Safety Committee Members reviewed the Workman's Compensation Report since the last Safety Committee meeting on September 10, 2020. There were a total of three (3) reported accidents with none of the accidents resulting in treatment being sought.
- Safety Committee Members reviewed the Report of Injury forms for the three (3) accidents reported for the month. No corrective action is required for the accidents involved.
- Workplace Safety Inspection Checklists for each of the district buildings were reviewed by committee members. Les Zang will research a solution for the broken blinds at Center Avenue Community School. Chad Broman will inform Les of the repair status of a pot hole/drain at Center Township School. Nick Morelli noted carpet replacement at Connoquenessing Elementary School will resume next year. Les noted work orders were received for repairs at McQuisition Elementary School that were on the Workplace Safety Inspection Checklist.
- The second quarter 2020-2021 Workplace Safety Newsletter was reviewed and will be posted on the district website. During the first quarter of the 2020-2021 school year, there were a total of eleven (11) reported accidents with three (3) of the accidents resulting in loss of work time.
- Annual Safety Committee training will be held immediately after the next Safety Committee meeting scheduled on November 12, 2020.
- An email will be sent to all district employees regarding being mindful of tripping hazards such as electrical cords, computer carts, and any other technology equipment that are not normally in walking areas.

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- Next Safety Committee meeting: Thursday, November 12, 2020 @ 7:00 AM at the Administration Building.
 - Les Zang motioned to adjourn the meeting and seconded by Nick Morelli. All Safety Committee members were in favor and the motion carried.