

BUTLER AREA SCHOOL DISTRICT Safety Committee

A G E N D A

June 8, 2022

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 Report Of Injury forms (Exhibit B)
 - Workplace Safety Inspection Checklist (Exhibit C)
- ❖ Miscellaneous Items
- ❖ Next Meeting
 - July 13, 2022
- ❖ Adjournment



**BUTLER AREA SCHOOL DISTRICT
WORKPLACE SAFETY COMMITTEE
INSPECTION & MEETING MINUTES
MAY 11, 2022**

ROLL CALL

Members Present Virtually: Dave Andrews, Chad Broman, Kristen Clouse and Breit Cochran

Members Present: Anita English, Bob Plocki and Les Zang

Members Absent:

Recording Secretary: Ellen Scott

Guests Present: Fred Word

- Les Zang opened the Safety Committee meeting and welcomed all members in attendance.
- Anita English motioned for approval of the April 13, 2022, meeting minutes. Dave Andrews seconded the motion with all safety committee members in favor and the motion carried.

OLD BUSINESS:

- A request was sent to Center Avenue Community School's principal to submit ongoing Workplace Safety Inspection Checklist issues through AssetEssentials. This will ensure the issues will be assigned to a maintenance staff member for resolution and removed from the Workplace Safety Inspection Checklist.
- At Northwest Elementary School, Les Zang will address the following:
 - "Caution" signs needing posted around a trap door by Room 21.
 - a "Keep Latched" sign will be created and posted on a door.
 - the request for new anti-slip surfaces for on the front stairs.

NEW BUSINESS:

- Safety Committee Members reviewed the Workman's Compensation Report since the last Safety Committee meeting on April 13, 2022. A total of seven (7) accidents were reported with three (3) of the accidents resulting in treatment being sought. One of the accidents resulted in loss of work time.
 - Safety Committee Members reviewed the Report Of Injury forms for the seven (7) accidents reported for the month. The following causes of accidents will be addressed:
 - a computer charging cord which caused a tripping hazard will be addressed by Bob Plocki.
 - a cart used for transporting milk will be inspected by Les Zang to ensure the rollers on the cart do not need replaced and if the cart is suitable for transporting milk crates.
 - Chad Broman reported the assembly of the outdoor classroom is making progress. Chad requested Les Zang notify construction workers of the proper truck route to take when coming onto the grounds at Summit Elementary.
 - Dave Andrews noted with the softball fields being near the new construction of the Senior High School auxiliary gym, many softballs have been hit, and have landed, on the gym's roof. Les Zang will consider a solution for the issue.
 - Training topic for the month: UPMC Risk Control, Safety and Health Newsletter for May 2022 was shared with the Safety Committee members. Training topic: Leadership, Buy-In for Safety which discussed the importance of leadership at all levels of an organization.
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- Next Safety Committee meeting: Wednesday, June 8, 2022 @ 7:30 AM at the Administration Building.
 - Les Zang motioned to adjourn the meeting and was seconded by Breit Cochran. All members were in favor; the motion carried.