

BUTLER AREA SCHOOL DISTRICT Safety Committee

A G E N D A

January 12, 2022

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)
 - Third Quarter Newsletter (Exhibit C)
- ❖ Miscellaneous Items
- ❖ Annual Safety Committee Training (7:30 am)
- ❖ Next Meeting
 - February 9, 2022
- ❖ Adjournment



**BUTLER AREA SCHOOL DISTRICT
WORKPLACE SAFETY COMMITTEE
INSPECTION & MEETING MINUTES
DECEMBER 8, 2021**

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 who were in attendance.
- Anita English motioned for approval of the November 10, 2021, meeting minutes. Bob Plocki seconded the motion with all safety committee members in favor and the motion carried.

OLD BUSINESS:

- Les Zang will obtain a quote for window film for placement on a few windows at Center Avenue Community School.

NEW BUSINESS:

- The Safety Committee reviewed the Workman's Compensation Report since the last Safety Committee meeting on November 10, 2021. A total of nine (9) accidents were reported with four (4) of the accidents resulting in treatment being sought. Three (3) of the accidents did result in loss of work time.
- The Safety Committee reviewed the Report Of Injury forms for the nine (9) accidents reported for the month. Corrective action required for two (2) of the accidents includes ladder safety reminders.
- The annual Safety Committee training will be immediately following the Wednesday, January 12, 2022, Safety Committee meeting. For this date only, the monthly meeting will begin at 7:00 am to ensure the annual training will be completed prior to committee members starting their daily school schedule.
- The Workplace Safety Inspection Checklists from each of the district buildings were reviewed with the following noted:
 - Broken window blinds at Center Avenue Community School: some blinds have been replaced with window film as the expense to replace the blinds are costly. Les Zang is currently obtaining a quote for additional window film for the balance of windows with broken blinds.
 - General maintenance repairs listed on Center Avenue Community School's checklist will be reviewed to determine if corrections have already been completed via a work order through AssetEssentials.
 - For the Workplace Safety Inspection Checklists, Ellen Scott will email a reminder to the building principals regarding the following:
 - General maintenance repairs that do not pose a safety hazard should not be noted on the Workplace Safety Inspection Checklist. Work orders for general maintenance repairs should be submitted electronically through AssetEssentials.

- Repairs for safety hazards listed on the Workplace Safety Inspection Checklist should be submitted electronically through AssetEssentials. The date of the repair submission should be shared on the Workplace Safety Inspection Checklist.
 - Les Zang requests all emergency safety issues be reported immediately to the Maintenance Department via Tina Herdlein at ext. 3217. A maintenance staff member will be directed to the issue for immediate resolution.
 - A basketball machine in the stairwell at the Intermediate High School will need to be moved.
 - A slide railing at Emily Brittain was noted as in need of repair. Les Zang will contact the building principal for specifics.
 - Northwest Elementary has 3 sets of stairs without anti-slip surfaces. Les Zang will contact the building principal to review the sets of stairs and their location.
 - Fred Word, Sr. Risk Control, Safety & Health consultant with UPMC, inquired regarding the district's plans for winter weather. Les Zang will provide the maintenance department's Snow Removal Call Out list to Fred which provides the district's plan for winter weather. Les noted if there is 3 or more inches of snow, the grounds crew is notified at 3:00 am. With snow under 3 inches, the grounds crew is notified at 4:00 am. Les also noted the recent purchase of a new truck, a snow plow, and equipment.
 - During the winter weather, salt should be used outside all buildings and should not be used sparingly to avoid being brought into the buildings from the outside.
 - Chad Broman noted safety is a team effort to ensure all are aware of safety issues. What one person may not see, another may.
 - Breit Cochran shared the reminder of staff wearing the appropriate footwear for the winter months ahead. Ellen Scott will add to the January newsletter.
 - Les Zang will instruct Mike Thompson to direct the building custodians to place the extended floor mats out now and ensure the ends are lying flat on the ground to avoid a tripping hazard.
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- Next Safety Committee meeting: Wednesday, January 12, 2022 @ 7:00 AM at the Administration Building. Annual Safety Committee training will immediately follow the meeting.
 - Chad Broman motioned to adjourn the meeting and seconded by Bob Plocki. All committee members were in favor and the motion carried.