

BUTLER AREA SCHOOL DISTRICT Safety Committee

A G E N D A

February 9, 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)
 - Workplace Safety Inspection Checklist (Exhibit C)
- ❖ Miscellaneous Items
- ❖ Annual Safety Committee Training (7:30 am)
Rescheduled from January 12, 2022
- ❖ Next Meeting
 - March 9, 2022
- ❖ Adjournment



**BUTLER AREA SCHOOL DISTRICT
WORKPLACE SAFETY COMMITTEE
INSPECTION & MEETING MINUTES
JANUARY 12, 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 who were in attendance.
- Bob Plocki motioned for approval of the December 8, 2021 meeting minutes. Anita English seconded the motion with all safety committee members in favor and the motion carried.

OLD BUSINESS:

- Les Zang is working with US Film to obtain a quote to place film on windows at Center Avenue Community School with broken blinds. Since the last Safety Committee meeting on January 12, 2022, it has been determined additional windows will need film. Les will obtain a quote for the additional windows as well.
- General maintenance repairs at Center Avenue Community School from the Workplace Safety Inspection Checklists have been completed.
- For the Workplace Safety Inspection Checklists to be done for February, Ellen Scott will remind the building principals of 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.
- The basketball machine in the stairwell at the Intermediate High School remains to be moved.
- The slide railing at Emily Brittain has been repaired.
- The 3 sets of stairs at Northwest without anti-slip surfaces will be addressed with building principal.

NEW BUSINESS:

- Safety Committee Members reviewed the Workman's Compensation Report since the last Safety Committee meeting on December 8, 2021. A total of five (5) accidents were reported with two (2) of the accidents resulting in treatment being sought. One (1) of the accidents did result in the loss of work time.

- Safety Committee Members reviewed the Report Of Injury forms for the five (5) accidents reported for the month. Corrective action was needed to repair the cord by the receptacle.
- The 3rd Quarter Safety Newsletter was shared with the committee. The newsletter will be available on the district website.
- Ellen Scott noted the Safety Committee will be audited by the state virtually on March 1, 2022. Ellen should soon receive from the state a list of documentation required for the audit.
- With Med Express being overwhelmed with patients and clinics being closed, guidance will be provided to the building principals in regards to where an injured claimant for Workmans' Compensation should seek treatment.
- The annual Safety Committee training was cancelled and rescheduled for after the Safety Committee meeting on February 9, 2022.

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- Next Safety Committee meeting: Wednesday, February 9, 2022 @ 7:00 AM at the Administration Building.
 - Dave Andrews motioned to adjourn the meeting which was seconded by Breit Cochran. All members were in favor and the motion carried.