

# BUTLER AREA SCHOOL DISTRICT Safety Committee

## AGENDA

**April 12, 2018**

**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)
  - Workplace Safety Inspection Checklist (Exhibit C)
  - 4<sup>th</sup> Quarter Newsletter
- ❖ Miscellaneous Items
- ❖ Next Meeting
  - May 10, 2018
- ❖ Adjournment



**BUTLER AREA SCHOOL DISTRICT  
WORKPLACE SAFETY COMMITTEE  
INSPECTION & MEETING MINUTES  
MARCH 8, 2018**

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ROLL CALL

Members Present: Larry Boyle, Glenn Raymer, Shirley Scialabba, Ellen Scott and Les Zang  
Members Absent: Travis Craig and Nick Morelli  
Guests Present: Ron Rick, Dr. Brian Slamecka and Fred Word

- Les Zang opened the Safety Committee meeting and welcomed all members who were in attendance. Larry Boyle was introduced as the newest member of the Safety Committee. Larry replaces Phil Hankey who resigned from the board.
- Larry Boyle motioned for approval of February's meeting minutes, seconded by Les Zang; all members were in favor and the motion carried.

OLD BUSINESS:

- Les Zang distributed to the committee members a sample of a check sheet district nurses will be using weekly to ensure batteries and supplies are inspected on all Automated External Defibrillator machines (AED). Information to be completed on the forms include the date, time, location of unit, the AED Identification number and who completed the inspection. Battery supplies for the machines will be kept in the Maintenance Department. Les will be inspecting the AED machine located at the Administration Building each week due to a nurse not being available in the building. Les also noted the district nurses are trained annually on use of the machines.

NEW BUSINESS:

- Safety Committee Members reviewed the Workman's Compensation Report since the last Safety Committee meeting on February 8, 2018. There were a total of two 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 two accidents reported for the month. No corrective action is required for the accidents involved.
- Fred Word will contact Larry Boyle to schedule annual safety training.
- Ron Rick from The Nutrition Group stated food service completes their own safety inspections monthly. Ron noted from the most recent inspection, dull knives needed sharpened so Ron purchased a knife sharpener.
- Les Zang and Fred Word will conduct a safety inspection at a district building of Fred's choosing at the end of March.
- The sealing of the roof at Northwest Elementary School has been completed per Les Zang. Les will be inspecting the roof later on in the day.

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- Next Safety Committee meeting: Thursday, April 12, 2018 @ 7:30 AM at the Administration Building.
  - Glenn Raymer motioned to adjourn the meeting and was seconded by Larry Boyle. All members were in favor; the motion carried.