



**Canon-McMillan School District
Safety Committee**

Meeting Minutes

Date: January 16, 2020

Location: Canonsburg Middle School

I. Call to Order

The meeting was called to order by Mr. McCullough at 10:02 a.m.

II. Roll Call

Donna Barca
Scott Chambers
Debbie Grebeck
Mike Kelley

Tim McCullough
Marla Spiker
Neil Stewart
Michael Daniels

John Maxwell
Pam Moniodes
Greg Taranto
Ken Schrag

III. Approval of the Minutes from the December 12, 2019 meeting

Mr. McCullough asked if everyone had a chance to review the minutes from the December 12 2019 committee meeting. He then requested a motion to approve the minutes. Motion was made by Mr. Kelley and seconded by Mr. Stewart.

IV. Chairperson's Report

Mr. McCullough noted that there had been a brief meeting of anyone interested in developing Safety Committee goals prior to the current general Safety Committee meeting. There was discussion involving the number of work related incidents in the District and a review of losses as compiled by Liberty Mutual for the lookback period from 07/01/18 through the present. Mr. McCullough noted a significant reduction in reported losses for the period of 07/01/19 through present.

Upon further data analysis of the Liberty Mutual report, Mr. McCullough made mention of what he discovered were the following trends:

- Paraprofessionals mainly had "report only" incidents meaning that these did not result in loss of work time or an actual WC claim.
- Strains/sprains was a significant WC cost driver followed closely by slips/falls

Mr. McCullough noted that In looking at the data, there is a need to address the most common WC related issues. Prior to today's meetings, he had reached out to Mr. Maier as well as Ms. Bandi as the majority of incidents involved maintenance, custodial and cafeteria workers. Mr. Maier felt that the best time to implement any type of training programs would be in August during the mandatory employee training/in-service days. Lunch and learn sessions are difficult to do because of scheduling requirements.

During the Safety Committee discussion of employee safety trainings, Mr. Daniels made a suggestion of doing some sort of "hands-on" training where employees could move through stations to implement learning instead of lectures or videos. This idea was well received by the committee. Mr. Chambers and Mr. Maxwell questioned whether the safety training would be made available for new hires. Mr. McCullough noted that Mr. Maier already does training with new hires but would look into how to best incorporate any new programs.

Mr. McCullough also spoke about developing an accident investigation sub-committee. Ms. Spiker, Mr. Stewart and Mr. Maier had already expressed interest in being on this committee. The committee would meet quarterly before the general Safety Committee meetings. Mr. McCullough suggested that this committee would be piloted for the remainder of the 2019-20 school year meetings and then be incorporated into the Safety Committee moving forward.

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Mr. McCullough proposed the following goals for the Safety Committee for the remainder of the 2019-20 school year:

1. Develop and implement employee safety trainings
2. Form an accident investigation sub-committee of the Safety Committee

A motion was made by Mr. Chambers and Mr. Kelley to approve the new Safety Committee goals. All were in favor, none opposed.

V. Open Issues

Mr. McCullough reported that there were no open work orders related to the Safety Committee building inspection of CMHS that was done last month.

VI. Old Business

Due to committee discussion during the chairperson's report, there was no other old business for discussion at this time.

VII. New Business

The accident investigation sub-committee would plan on meeting at 9:40am at Borland Manor prior to the general Safety Committee meeting. Mrs. Grebeck would send out reminders.

VIII. Review of Work Related Incidents since the last meeting and corrective actions taken

Note: Information contained in this section pertains to active employees and is confidential in nature therefore it will not be published on the District website.

IX. Round Table

Canonsburg Middle School Representatives: Dr. Taranto and Mr. Schrag referred to a handout prepared by Ms. Moniodes (see attached) and staff concerns about the lighting in the upper parking lot. Mr. Maxwell noted that it might appear that there are tiles missing throughout the school but a number of them are just pushed up under other tiles to protect them from water damage when it rains.

Technology: Mr. Kelley noted no issues.

Stadium: Ms. Spiker reported that cameras were installed at the stadium due to continued vandalism.

Mechanics: Mr. Stewart noted that the audio problems with some of the bus cameras were addressed and the cameras are functioning well now.

Central Office: Ms. Barca noted no issues.

X. Suggestion Box

Nothing to report.

XI. Adjournment

Mr. McCullough asked for a motion to adjourn the meeting. Motion was made by Mr. Maxwell and seconded by Mr. Kelley. The meeting was adjourned at 10:27 am.