



**Canon-McMillan School District  
Safety Committee**

# Meeting Minutes

**Date: February 15, 2023**

**Location: Canon-McMillan High School**

**I. Call to Order**

The meeting was called to order by Mr. McCullough at 10:01 a.m.

**II. Roll Call**

Scott Chambers	Joni Mansmann	Ron Totterdale	Ken Crowley
Debbie Grebeck	Tim McCullough	Molly Nuri	
Michael Kelley	John Pape	Tom Orr	
Jurdon Maier	Neil Stewart	Peg Trefnoff	

**III. Approval of the Minutes from the January 26, 2023 meeting**

Mr. McCullough asked if everyone had a chance to review the minutes from the January 26, 2023 committee meeting. He then requested a motion to approve the minutes. Motion to approve made by Ms. Mansmann and seconded by Mr. Pape. All in favor -13; opposed - 0; minutes approved.

**IV. Chairperson's Report**

Mr. McCullough spoke about worker's compensation claims in relation to those that involve special education students and injuries to staff members. He noted that these claims are carefully monitored and there is a very deliberate process for how these are handled. Often the Director of Special Education is consulted and the IEP team is convened and consulted. Safety for both staff and students is always the primary goal.

Mr. McCullough reported that Ms. Mansmann will soon be looking at worker's compensation carriers and getting competitive bids for the upcoming school year. Ms. Mansmann made the committee aware that the process customarily begins in March and ends in May.

Mr. McCullough also noted that the HANDS application will be submitted in April. This information is submitted to the state and verifies that the committee is meeting regularly. We are able to get a 5% discount on our worker's compensation carrier rates because of this reporting.

Mr. McCullough noted that he had further investigated a trip and fall claim that resulted in loss of work time at South Central. The employee had tripped on a rubber floor mat and there was no evidence of any structural abnormality in the area.

Mr. McCullough let the committee know that Ray Adams, from Encova, will be joining the committee during next month's meeting. He will present an analysis of claims submitted so far during the 2022-23 school year. In preparation for that meeting, Ms. Grebeck presented the committee with an overview of claims submitted up to this point in the school year. The committee was able to review overall trends in location, types of incidents, incidents by department and medical claims vs. incident only claims.

**V. Open Issues**

Mr. McCullough noted no open issues.

**VI. Old Business**

Mr. Maier noted that there were no open work orders related to any previous safety committee meetings or building inspections.

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### VII. New Business

Mr. McCullough noted no new business.

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

Ms. Grebeck reported that there were 3 incidents since the last meeting. Of these, 2 were related to special education and 1 was for another reason.

- A. Ms. Grebeck explained that the 2 incidents that were related to special education resulted in some scratches and the other was related to a fracture. Mr. McCullough elaborated that the employee has sustained a fractured rib and was receiving medical follow up for this. There was no loss of work time with either incident.
- B. A cafeteria worker was walking backward with a milk cart. She tripped and fell and landed on her left wrist. She was seen at MedExpress and diagnosed with a sprain. She lost one day of work and returned to work with lifting restrictions. After one week, she returned to Medexpress and lifting restrictions remain in place. Corrective action: Do not back up while moving large and/or heavy items. Always move forward with carts. Ask for help with oversize items.

### IX. Round Table

**Canon-McMillan High School Representatives:** Mr. Orr noted that maintenance has been working on items of concern and making sure that issues that arise and all work orders are addressed timely. Mr. Orr noted that his list was compiled by the building safety committee representatives as well as the building principal prior to this meeting. He elaborated on the following:

- Some of the surveillance cameras need to be repaired and perhaps some need to be added to locations such as the parking lots. Mr. Chambers noted that he and Mr. Maier recently wrote a grant to fund additional cameras for the high school.
- Flooring issues include a few broken tiles and some tread wearing off of steps mostly near the pool area. Mr. Maier noted that maintenance is aware and these will be addressed.
- The gymnasium floor was recently repaired and several trip issues have been corrected.
- There are work orders in place to address issues with the PA system in the gym.
- There are some cracks in the walls outside of the boys locker room.
  - Mr. Maier noted that contractors had assessed this area last year and the area was found to be structurally sound. He will continue to monitor the situation and look into repairs in the summer.
  - The heat register in the locker room also needs to be repaired or replaced.
- There were several leaks reported in the building. The maintenance department is aware of these and are making corrections.
- Mr. Crowley noted that there had been issues with the fire alarms triggering for no reason. Mr. Maier noted that the maintenance department has been working with the North Strabane fire department in correcting these issues and they are currently resolved.

**Technology:** Mr. Kelley noted that the department has been busy relocating to the previous administration building near the stadium.

**Maintenance:** Mr. Totterdale and Mr. Maier had nothing else to report.

**Mechanics:** Mr. Stewart reported that the warm winter weather has been very welcome this year. The department has had time to organise and clean the shop.

**Transportation:** Mr. Pape noted no issues.

**Central Office:** Ms. Mansmann, Mr. Chambers and Mr. McCullough noted that Central Office had relocated to their new building and that the transition had gone smoothly. Mr. McCullough reported that the maintenance

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department has been in the new location on at least a weekly basis since then to assist with anything that has been needed.

### **X. Suggestion Box**

Mr. Chambers noted that there was nothing in the suggestion box.

### **XI. Adjournment**

Mr. McCullough asked for a motion to adjourn the meeting. Motion was made by Mr. Maier and seconded by Mr. Pape. The meeting was adjourned at 10:32 a.m. followed by an inspection of the building led by Mr. Orr.