



**Canon-McMillan School District
Safety Committee**

Meeting Minutes

Date: January 26, 2023

Location: Canon-McMillan Middle School

I. Call to Order

The meeting was called to order by Mr. McCullough at 10:00 a.m.

II. Roll Call

Donna Barca	Michael Kelley	John Pape	Vince Faith
Scott Chambers	Jurdon Maier	Neil Stewart	Lauren Petras
Debbie Grebeck	Joni Mansmann	Ron Totterdale	Pam Silverblatt
Karl Herald	Tim McCullough	Ken Schrag	

III. Approval of the Minutes from the December 15, 2022 meeting

Mr. McCullough asked if everyone had a chance to review the minutes from the December 15, 2022 committee meeting. He then requested a motion to approve the minutes. Motion to approve made by Mr. Pape and seconded by Mr. Herald. All in favor -15; opposed - 0; minutes approved.

IV. Chairperson's Report

Mr. McCullough noted that Ray Adams, risk loss officer for Encova, will be attending the March Safety Committee meeting. Mr. Adams, customarily, reviews all of the workers comp claims to date to see if there are trends in the nature or source of the claims. He will be able to provide the committee with feedback and tips to reduce overall claims and time loss.

Mr. McCullough reported that the mild winter has been helpful in reducing the number of slips, trips and falls that are normally seen this time of the year. He thanked the custodians and maintenance crews for keeping on top of things and asked the committee to continue to remind colleagues and coworkers to wear proper footwear during inclement weather.

Mr. McCullough noted that there has been an increase in COVID cases since the beginning of winter. All employees should be aware that they should stay home if sick, follow the District's flowcharts and protocols and wear a mask when returning to work post-COVID. Mr. Chambers remarked that there have been no new directives from the state regarding COVID protocols and the District is still reporting the number of cases to the state each Friday.

V. Open Issues

Mr. Herald reported that rubber matting was used to correct the uneven walkway pavers leading to the new trailer at Wylandville Elementary School and this open issue/work order was now closed.

VI. Old Business

Mr. McCullough noted no old business.

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 4 incidents since the last meeting. Of these, 2 were related to special education and 2 were for other reasons.

A. Ms. Grebeck explained that the 2 incidents that were related to special education resulted in some

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contusions but there were no medical claims filed and no loss of work time.

- B. A cafeteria worker was walking in the kitchen area and tripped on an uneven surface. She fell and twisted her left ankle and landed on her back and left hip. No immediate treatment was sought. She was subsequently seen by MedExpress and followed up with an orthopaedic doctor for a sprain of her left ankle and left knee. Loss of work time was a total of 6 days. Corrective Action: Be careful where you are walking, be aware of your surroundings including any changes in floor surfaces or grades. Mr. McCullough noted that he will follow up on this incident to assess if there were any structural issues in the cafeteria that may have contributed to this claim.
- C. A staff member tripped over a moving pallet near a front entrance doorway and fell onto both knees. She followed up with MedExpress one week later as she was still having pain in her right knee. She was diagnosed with a contusion only. There was no further follow up and no loss of work time. Corrective action: Be aware of obstacles in walkways.

IX. Round Table

Canon-McMillan Middle School Representatives: Ms. Petras reported that there are still some lights within classrooms and hallways in the new building that are missing or need to be fixed. Mr. Maier noted that the electricians are still working throughout the building to get these installed as soon as possible. Mr. Faith noted that teachers have been compliant with safety protocols and are waiting to use ladders to hang items or reach items in their classrooms. There have been no incidents of anyone standing on a chair or desk. Mr. Schrag introduced Officer Mike as the school's new SRO. Officer Mike expressed his appreciation to be at the new school and is looking forward to working with the staff and students. Mr. Schrag also noted that, while the auditorium remains under construction, safety measures are in place to keep staff and students safe by keeping them out of that area. He hopes that the construction will be completed soon.

Mr. McCullough noted that he appreciated all that the maintenance and tech departments have done to facilitate the moves of both the middle school and Central Office. He noted that there was only one workers comp incident related to these moves which demonstrated that people were working within their limits and making sure that they moved safely.

Mr. Chambers noted that South Hills Movers helped immensely with providing the District with moving bins/dollies and proper moving instructions and they facilitated a very smooth process.

Central Office: Ms. Mansmann thanked Mr. Herald for bringing a ladder with side bars to the new CO storage area, in the middle school, to help staff safely organise the many boxes of records and materials.

Ms. Barca noted that a work order was placed to fix the alarm on the CO front door as it keeps going off. Mr. Maier noted that his department had the work order and a resolution was in place.

Maintenance: Mr. Herald reported that the CMMS head custodian had successful surgery and was expected back to work in early February.

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. Pape and seconded by Mr. Stewart. The meeting was adjourned at 10:18 a.m. followed by an inspection of the building led by Mr. Schrag.