



**Canon-McMillan School District
Safety Committee**

Meeting Minutes

Date: December 15, 2022

Location: South Central Elementary School

I. Call to Order

The meeting was called to order by Mr. Maier at 10:03 a.m.

II. Roll Call

Donna Barca	Michael Kelley	Neil Stewart	Lynn Brunner
Scott Chambers	Jurdon Maier	Ron Totterdale	Joanna McCullough
Debbie Grebeck	Joni Mansmann	Michael Daniels	
Karl Herald	John Pape	Michelle Tomicek	

III. Approval of the Minutes from the November 16, 2022 meeting

Mr. Maier asked if everyone had a chance to review the minutes from the November 16, 2022 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 -14; opposed - 0; minutes approved.

IV. Chairperson's Report

Mr. Maier reported that the District is preparing for the upcoming winter weather. HR has sent out literature to all staff regarding safety protocols including how to walk safely on icy and snow covered areas. The maintenance and transportation departments will be ready for any inclement weather.

Mr. Maier also spoke about flu season and the continuance of Covid. He referred to the District's screener as a tool that all staff and students should be following if not feeling well. If someone has Covid they should isolate themselves for the first 5 days and wear a mask if they are able to return to school or work. It is important to monitor any signs and symptoms that you may have and stay at home if you are not feeling well.

V. Open Issues

Mr. Maier reported that Mr. Herald had assessed the concrete walkway leading to the new trailer at Wylandville as some of the areas were uneven. Mr. Herald reported that he has been pricing replacement concrete walkway solutions and is looking into all possible options.

VI. Old Business

Mr. Maier noted no old business.

VII. New Business

Mr. Maier 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 scratches as well some contusions but there were no medical claims filed and no loss of work time.
- B. A custodian was outside loading a bag of salt into the spreader when the spreader tipped and the handle struck her in the R temple area. She proceeded to salt the sidewalk and then slipped on a patch of ice, striking the R side of her head, R shoulder and R hip areas. Was seen in the ER for her head injury. No further followup and the employee returned to work. Corrective Action: Walk carefully if sidewalks are slippery; ask for help loading the spreader

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- C. A custodian was putting away folding tables and a co-worker accidentally hit her on the right side of the forehead with a metal table leg. Corrective Action: Be careful where you are standing when working with others. Disassemble one table at a time.

IX. Round Table

South Central School Representatives: Ms. Brunner reported that the internal door to the main office doesn't close all the way and often bounces open if it is not properly secured. Maintenance will look into solutions to remedy this problem.

Technology: Mr. Kelley noted that the technology department has been busy preparing for the opening of the new middle school.

Central Office: Ms. Barca noted no issues.

Transportation: Mr. Pape spoke about two situations that occurred at the support facility. Mr. Maier noted that these items have already been addressed with all support facility personnel.

Maintenance: Mr. Totterdale noted no issues.

Mechanics: Mr. Stewart noted that his department has been preparing all vehicles for winter weather including any ice storms.

X. Suggestion Box

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

XI. Adjournment

Mr. Maier asked for a motion to adjourn the meeting. Motion was made by Mr. Pape and seconded by Mr. Kelley. The meeting was adjourned at 10:14 a.m. followed by an inspection of the building led by Ms. Tomicek.