



**Canon-McMillan School District
Safety Committee**

Meeting Minutes

Date: October 27, 2022

Location: Hills-Hendersonville Elementary School

I. Call to Order

The meeting was called to order by Mr. McCullough at 10:04 a.m.

II. Roll Call

Scott Chambers	Jurdon Maier	Neil Stewart	Linda Rice
Debbie Grebeck	Tim McCullough	Ron Totterdale	
Michael Kelley	John Pape	Shelley Brose	

III. Approval of the Minutes from the September 14, 2022 meeting

Mr. McCullough asked if everyone had a chance to review the minutes from the September 14, 2022 committee meeting. He then requested a motion to approve the minutes. Motion to approve made by Mr. Kelley and seconded by Mr. Pape. All in favor -10; opposed - 0; minutes approved.

IV. Chairperson's Report

Mr. McCullough presented the 2022-23 Safety Committee Member list as well as the 2022-23 Safety Committee Meeting Schedule. There was discussion among the committee members present as to several of the dates listed for the spring of 2023 and potential conflict with standardized testing in the schools. The committee agreed to table the discussion, rework the calendar and present the revisions, as well as the member list, for approval at the November meeting.

Mr. McCullough reported that the annual recertification training for Safety Committee members was completed on October 25, 2022. Ray Adams, from Encova, was the presenter. Mr. McCullough noted that committee members enjoyed past training sessions with Mr. Adams and this year was no exception.

Mr. Chambers reported that there had been a slight increase in the reporting of COVID cases in the District since the last meeting. He noted that the current protocols had been working well with staff and students. Mr. McCullough added that the District combined the previous screener and flowchart prior to the beginning of the 2022-23 school year.

V. Open Issues

Mr. Maier reported that the maintenance department has been continuing to resolve the issues with the clocks at the high school. There has been difficulty syncing up the digital and analog clocks. He also noted that items are being completed at the new middle school in preparation for the December move-in. He anticipates that the punch list in the music area, top floor and kitchen will be completed by November 22, 2022. South Hills Movers will be relocating items from the old building into the new building during the week after Christmas.

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 12 incidents since the last meeting. Of these, 9 were related to special education and 3 were for other reasons.

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- A. Ms. Grebeck explained that the specific details of incidents directly related to special education are not discussed during the general Safety Committee meetings due to student confidentiality. She did note that there was one recent incident which resulted in a medical claim and that employee would be seeking further medical treatment.
- B. There was an incident where a teacher was putting gym equipment on a shelf and felt discomfort in her right shoulder/back area. She did not seek medical treatment and there was no loss of work time. Corrective action: Ask for assistance when placing items on a shelf (especially if they are heavy). Move equipment one piece at a time.
- C. In a classroom, a student left their chair out during an indoor recess. The teacher tripped over the chair, fell and hit her left wrist on a table. She was seen at MedExpress and diagnosed with a fractured wrist. She will be following up with an orthopaedic specialist for further evaluation and treatment. Corrective action: make sure students push in their chairs before leaving their table and be careful when walking in the classroom.
- D. A teacher was walking down steps, misstepped and fell down approximately 3 steps. She tried to catch herself but was unsuccessful. She hit her right shoulder and left hip on the stairs. She did not seek medical treatment and there was no loss of work time. Corrective action: be careful especially when walking on steps. Look for objects, liquid, etc on steps. Ms. Grebeck noted that, during follow up with the employee, she did not identify anything on the steps which would have caused her to fall.

Mr. McCullough noted that Mr. Adams (Encova) had reviewed the District's claims so far this year and pointed out that a good number of them are related to slips, trips or falls. The committee discussed ways to mitigate this including employee education and "if you see something, say something" to employees who might be putting themselves in harm's way.

Mr. Chambers asked about the increased prevalence of incidents related to special education. Mr. McCullough related that he had also discussed this with Mr. Adams. Ms. Grebeck noted that, during the claims reporting process, it appears that many of these incidents are generally minor in nature (cuts, scrapes and contusions). There are occasional incidents requiring medical treatment and followup but, overall, this is not the norm. If HR is seeing a prevalence in incidents within a particular school or involving a particular student, then they will reach out to Ms. Lieb, Director of Special Education, for further investigation and follow up.

IX. Round Table

Technology: Mr. Kelley noted no issues. The department is currently working on getting the new middle school ready for opening.

Hills-Hendersonville School Representatives: Ms. Brose and Ms. Rice noted no issues.

Mechanics: Mr. Stewart noted no issues.

Transportation: Mr. Pape noted that there has been an issue with drivers not getting some of the District email blasts. Mr. Chambers was not sure why this would be occurring but it may involve how these emails were being transmitted by the sender.

Maintenance: Mr. Totterdale noted no issues. The department has been getting ready for the winter season.

Support Facility: Mr. Maier noted no issues.

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. Kelley and seconded by Mr. Pape. The meeting was adjourned at 10:24 a.m. followed by an inspection of the building led by Ms. Brose.