



**Canon-McMillan School District
Safety Committee**

Meeting Minutes

Date: April 19, 2023

Location: Muse Elementary School

I. Call to Order

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

II. Roll Call

Debbie Grebeck	Tim McCullough	Michael Daniels	Amanda Hackett
Karl Herald	John Pape	Tula Dziak	Louise Blunkosky
Michael Kelly	Ron Totterdale	Tom Theodore	

III. Approval of the Minutes from the March 1, 2023 meeting

Mr. McCullough asked if everyone had a chance to review the minutes from the March 1, 2023 committee meeting. He then requested a motion to approve the minutes. Motion to approve made by Mr. Pape and seconded by Mr. Kelley. All in favor -11; opposed - 0; minutes approved.

IV. Chairperson's Report

Mr. McCullough noted that the HANDS application was submitted in April to the Workers Comp Bureau. This information is submitted to the state and verifies that the committee is meeting regularly and reviewing each building and work related incidents. The District has just added the new location for Central Office and the technology department has now moved to the old admin building near the stadium. The District currently employs approximately 677 people. We are able to get a 5% discount on our worker's compensation carrier rates because of this reporting.

Mr. McCullough reported that contractors continue to work on the punch list for the new Central Office building. They most recently installed fob readers on several doors and are working on updates to the security systems at both Central Office and CMMS to further enhance the secure environment.

Mr. McCullough noted that the overall incident/workers comp claim rate has decreased since last year. The mild winter has made a significant impact on the number of slip and fall claims. The special education claims are still reportable even though most do not result in follow up medical care or loss of work time.

V. Open Issues

Mr. Herald reported that there are a few outstanding long-term open tickets in the District. The boiler at Muse recently passed inspection with no issues

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 10 incidents since the last meeting. 6 of these were related to special education.

A. Special education injuries include:

- a. Contusions, sprains, pinches, scratches resulting in breaks in the skin. There was no medical

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follow up required and no loss of work time reported.

- B. A staff member was exiting his vehicle, stepped on the ice and fell. He tried to brace himself from the fall and landed on his right arm. The employee recently had surgery on his right arm (not workers comp related) and was out on leave from 12/20/22 through 02/23/23. He is currently back to work with restrictions and is not able to lift more than 10 lbs with right arm. Corrective action: Be careful when walking on ice and snow.
- C. A cafeteria employee was reaching to shut off the salad bar chiller and "pulled something" in her mid upper back area. She sought no follow up care and there was no loss of work time. Corrective action: ask for help, be aware of physical limitations and task specific ergonomics, don't overextend.
- D. A mechanic was working on a bus and hit his head on the underside of the bus when getting up. He was seen at MedExpress for a laceration requiring 3 staples. He is to follow up in 1 week for staple removal. Corrective action: Be mindful of surroundings and careful when moving under/away from bus
- E. A staff member was walking in the cafeteria and slipped on a wet floor. She fell and injured her left eye/orbital area, left hip and right knee. She was seen on 03/28/23 in Canonsburg Hospital ER. She returned to work on 03/30/23 with no restrictions. Investigation into the incident revealed that wet floor signs were posted in the area but the employee ignored them. Corrective action: walk carefully on wet floor (if unavoidable) or walk around wet area.

Mr. Daniels commented on the fact that there are often waves in the special education related claims. Certain times of the year or other circumstances can play a role in this. Mr. McCullough noted that there is a prescribed process for handling these types of incidents and often the IEP team convenes to review these claims and brainstorm solutions.

IX. Round Table

Muse Elementary School Representatives: Ms. Dziak, Mr. Theodore, Ms. Hackett and Ms. Blunkosky noted no issues. Ms. Dziak commented that the SRO has been proactive in sending safety related email messages to staff and looks out for their safety. Mr. Daniels remarked that the District is very fortunate to have SRO's in the buildings.

Maintenance: Mr. Karl and Mr. Totterdale noted that the department has been working on any maintenance requests that are presented by the schools. They are looking forward to the summer months and working on long-term projects.

Transportation: Mr. Pape noted no issues.

Technology: Mr. Kelley noted that the department is settling into their new location at the previous admin building. They are working on organizing their equipment in the new space.

X. Suggestion Box

Mr. McCullough 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. herald. The meeting was adjourned at 10:21 a.m. followed by an inspection of the building led by Mr. Totterdale.