

BUTLER AREA SCHOOL DISTRICT Safety Committee

A G E N D A

August 9, 2023

7:30 A.M.

**Harriger Educational
Services Center**

- ❖ Call to Order
- ❖ Roll Call
- ❖ Approval of Previous Meeting Minutes
- ❖ Old Business
- ❖ New Business
 - Review current Workman's Compensation Report (Exhibit A)
 - Review current Report of Injury forms (Exhibit B)
- ❖ Miscellaneous Items
- ❖ Next Meeting
 - September 13, 2023
- ❖ Adjournment



**BUTLER AREA SCHOOL DISTRICT
WORKPLACE SAFETY COMMITTEE
INSPECTION & MEETING MINUTES
JULY 12, 2023**

ROLL CALL

Members Present Virtually: Kristen Clouse and Breit Cochran.
Members Present: Dave Andrews, Anita English, Bob Plocki, and Les Zang.
Members Absent: Chad Broman
Recording Secretary: Ellen Scott
Guests Present: Vince DiMenno (Sr. Risk Control Consultant, AJ Gallagher)
Guests Virtually: Ryan Benton (Risk Control Professional, UPMC WorkPartners)

- Les Zang opened the Safety Committee meeting and welcomed all members who were in attendance.
- Anita English motioned for approval of the June 14, 2023 meeting minutes. Dave Andrews seconded the motion with all safety committee members in favor and the motion carried.

OLD BUSINESS:

- The broken blinds at Center Avenue Community School is an ongoing issue. According to Les Zang, he is looking into installing roll up blinds to correct the issue.
- Electric screen lights will replace the sensors on elevators throughout the district due to an elevator not opening at McQuiston Elementary School while a maintenance staff member was inside.
- A speaker has been installed in Room 33 at Northwest Elementary School.
- Quotes continue to be pursued for new public address systems for Northwest Elementary School and for possibly at the Intermediate High School, McQuiston Elementary School, Connoquenessing Elementary School, and Center Township Elementary School.
- The work order to repair the outside speaker at Summit Elementary School is still pending.
- The placement of the refrigeration unit at the pavilion located at Summit Elementary School remains to be discussed between Les Zang and principal Chad Broman.
- The following items from June's Workplace Safety Inspection Checklist have been submitted through the AssetEssentials system to be addressed:
 - Center Avenue Community School:
 - Broken window blinds which will be repaired as they are able to be.
 - Stained ceiling tile outside staff restrooms.
 - Room 8 has wet and stained tiles.
 - Exit 6 has water damage with concern regarding an electrical outlet directly below.
 - Obsolete televisions in all rooms need removed as they are a hazard if they would fall. Les Zang noted the televisions are bolted and strapped to the walls. The televisions will be removed as recycling is available.
 - Fire extinguisher cover across from Room 18 is dislodged and cracked.
 - McQuiston Elementary School:
 - Cafeteria table with a cracked bench will need replaced.
 - A workorder is submitted for the Sensory Room as it is difficult to hear the alarm.
 - Lower parking lot handrail needs repaired at base.
 - Work order submitted for repairs needed in the library.
 - Summit Elementary School:
 - Work order submitted for areas with holes/obstructions that may cause tripping accidents.

NEW BUSINESS:

- The Safety Committee reviewed the final Workman's Compensation Report for the 2022-2023 school year. There were no accidents reported since the last Safety Committee meeting on June 8, 2023.
- There were a total of 42 accidents reported during the 2022-2023 school year which is 16 accidents less than the previous school year total of 58.
- The Safety Newsletter for the first quarter of the 2023-2024 school year was provided to committee members for review. The newsletter will be posted on the district website.
- Workman's compensation provider for the district will remain UPMC for the 2023-2024 school year. There are no changes in forms or procedures for the upcoming year.
- A water monitoring device will be installed in a soon to be determined district building. Selection will be made between Summit Elementary and the Administration Building.
- Les Zang noted a 750-foot long fence at McQuiston Elementary will be installed. The fence will be 5 feet high and will include 6 gates.
- Mulch for playgrounds at the district buildings are scheduled to be delivered.
- The new FMX system to submit work orders is not up and running as of the date of this meeting.
- Les Zang noted carpeting projects have recently been completed or are in process:
 - Carpeting was removed from the Middle School has been placed in the library at McQuiston Elementary School.
 - Carpeting at Emily Brittain Elementary School will be removed and replaced with tile.
- The Safety Committee reviewed the June, 2023, Risk Control and Safety Services Newsletter from UPMC WorkPartners. The topic was "Incident Investigations". A benefit of conducting an incident investigation helps identify the underlying causes of an accident and what steps may be taken to prevent similar incidents from happening moving forward.

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- Next Safety Committee meeting: Wednesday, August 9, 2023 @ 7:30 AM at the Administration Building.
 - Dave Andrews motioned to adjourn the meeting and seconded by Bob Plocki. All members were in favor; the motion carried.