

# BUTLER AREA SCHOOL DISTRICT Safety Committee

## *A G E N D A*

**September 13, 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
  - October 11, 2023
- ❖ Adjournment



**BUTLER AREA SCHOOL DISTRICT  
WORKPLACE SAFETY COMMITTEE  
INSPECTION & MEETING MINUTES  
AUGUST 9, 2023**

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ROLL CALL

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

- Ellen Scott opened the Safety Committee meeting and welcomed all members and guests in attendance.
- Anita English motioned for approval of the July 12, 2023, meeting minutes. Bob Plocki seconded the motion with all safety committee members in favor and the motion carried.

OLD BUSINESS:

- Areas with holes/obstructions at Summit Elementary School have been repaired.
- Chad Broman will contact Les Zang to discuss the placement of the refrigeration unit at the pavilion located at Summit Elementary School. The unit will be delivered on Friday, August 11<sup>th</sup>.
- The work order to repair the outside speaker at Summit Elementary School remains pending.
- Les Zang will provide status updates on the following Old Business items at the September 13, 2023, Safety Committee meeting:

- 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.
- 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 following items from June's Workplace Safety Inspection Checklist have been submitted through the AssetEssentials (now FMX) system to be addressed:

Center Avenue Community School:

- 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.
- Fire extinguisher cover across from room 18 is dislodged and cracked.

McQuiston Elementary School:

- Cafeteria table with a cracked bench will need replaced.
  - Work order 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.
- The 750-foot long fence at McQuiston Elementary School is currently being installed. The fence will be 5 feet high and will include 6 gates.

- The installation date for a water-sensory device is being determined. The device will be installed at either Summit Elementary School or the Administration Building.

NEW BUSINESS:

- One accident was reported since the last Safety Committee meeting on July 12, 2023. Treatment was sought for the accident but there was no loss of work time.
- The Safety Committee reviewed the Report of Injury for the one accident and no corrective action is needed.
- Fifteen new radios for the school district's security team have been received.
- Curb painting at McQuiston Elementary School has been completed.
- Ryan Benton (Risk Control Professional, UPMC WorkPartners) will be attending the September 13, 2023, Safety Committee meeting in person and requested a walk with Les Zang through a district building.
- The Safety Committee were presented the July, 2023, Risk Control and Safety Services Newsletter from UPMC WorkPartners-"Post-Incident Follow Up". Noted in the newsletter were how accidents can provide excellent training and learning opportunities to eliminate or mitigate accidents. The post-incident follow up can improve a workplace and their processes.

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- Next Safety Committee meeting: Thursday, September 13, 2023 @ 7:30 AM at the Administration Building.
  - Chad Broman motioned to adjourn the meeting and was seconded by Breit Cochran. All members were in favor; the motion carried.