

BUTLER AREA SCHOOL DISTRICT Safety Committee

A G E N D A

October 11, 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)
 - Review Workplace Safety Inspection Checklist (Exhibit C)
 - Quarterly Newsletter
- ❖ Miscellaneous Items
- ❖ Next Meeting
 - November 8, 2023
- ❖ Adjournment



**BUTLER AREA SCHOOL DISTRICT
WORKPLACE SAFETY COMMITTEE
INSPECTION & MEETING MINUTES
SEPTEMBER 13, 2023**

ROLL CALL

Members Present Virtually: Dave Andrews, Chad Broman, Breit Cochran, and Anita English.

Members Present: Bob Plocki and Les Zang.

Members Absent: Kristen Clouse

Recording Secretary: Ellen Scott

Guests Present: Ryan Benton (Risk Control Professional, UPMC WorkPartners), Vince DiMenno (Senior Risk Control Consultant, Arthur J. Gallagher), Shannon Drischler (Account Manager, UPMC WorkPartners), and Robert Zedreck (Arthur J. Gallagher & Co.).

- Prior to the start of the meeting, Ryan Benton, Vince DiMenno, Shannon Drischler, and Robert Zedreck introduced themselves to the Safety Committee.
- Les Zang opened the Safety Committee meeting and welcomed all members who were in attendance.
- Chad Broman motioned for approval of the August 9, 2023 meeting minutes. Anita English seconded the motion with all safety committee members in favor and the motion carried.

OLD BUSINESS:

- The placement of the refrigeration unit at the pavilion at Summit Elementary School has been determined and will soon be installed.
- The work order to repair the outside speaker at Summit Elementary School is pending for completion.
- Les Zang presented an update on the following Old Business items:
 - The broken blinds at Center Avenue Community School is an ongoing issue.
 - Electric screen lights have been ordered to replace the sensors on elevators throughout the district.
 - Les received three (3) quotes for a new public address system at Northwest Elementary School. Les may also possibly replace the public address systems 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 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 50% installed. The fence will be 5 feet high and will include 6 gates.
- The auditorium steps at the Senior High School have been repaired.

NEW BUSINESS:

- Safety Committee members reviewed the Workman's Compensation Report since the last Safety Committee meeting on August 9, 2023. There were a total of seven (7) reported accidents during the month with two (2) of the accidents resulting in treatment being sought. One (1) of the accidents resulted in the loss of work time. Ellen Scott noted at the meeting there were 2 additional accidents reported late in the day on 9/12/2023 that were not included on the Workman's Compensation Report. One (1) of the two accidents resulted in treatment being sought and loss of work time.
- Safety Committee Members reviewed the Report of Injury forms for the seven (7) accidents reported for the month with no corrective action noted for the injury causes.
- Bob Plocki noted after the power outage at the Senior High School, the Athletic Office requires a power pack and emergency light. Les Zang noted he will contact Dave Johnson to rectify the issue.
- After the Safety Committee meeting, Ryan Benton will walk through the Senior High School with Les Zang to review areas that may need corrective action to prevent any future accidents.
- The Safety Committee were presented the August, 2023, Risk Control and Safety Services Newsletter from UPMC WorkPartners-"Safety Committee Enhancements". Noted in the newsletter is how Safety Committees play a key role in keeping the workplace free of recognized hazards and providing an overall safer environment for employees.

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- Next Safety Committee meeting: Wednesday, October 11, 2023 @ 7:30 AM at the Administration Building.
 - Dave Andrews motioned to adjourn the meeting and was seconded by Breit Cochran. All members were in favor; the motion carried.