

BUTLER AREA SCHOOL DISTRICT Safety Committee

A G E N D A

November 8, 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
 - December 13, 2023
- ❖ Adjournment



**BUTLER AREA SCHOOL DISTRICT
WORKPLACE SAFETY COMMITTEE
INSPECTION & MEETING MINUTES
OCTOBER 11, 2023**

ROLL CALL

Members Present Virtually: Dave Andrews, Chad Broman, Kristen Clouse and Breit Cochran.

Members Present: Bob Plocki and Les Zang.

Members Absent: Anita English

Guests Present: Vince DiMenno (Senior Risk Control Consultant, Arthur J. Gallagher)

Recording Secretary: Ellen Scott

- Les Zang opened the Safety Committee meeting and welcomed all members in attendance virtually and in person.
- Bob Plocki motioned for approval of the September 13, 2023, meeting minutes. Chad Broman seconded the motion; all safety committee members in favor and the motion carried.

OLD BUSINESS:

- The refrigeration unit for the pavilion at Summit Elementary School has arrived and Chad Broman noted the unit has been uncrated with the pallet underneath remaining for ease of movement.
- Les Zang noted an outdoor speaker from the Middle School was sent to replace a broken speaker at Summit Elementary School. Les will confirm the speaker was replaced, and if so, Chad Broman will test the system to ensure it is working properly.
- Old sensors on the elevator at McQuiston Elementary School have been replaced by electric screen lights. McQuiston Elementary School's elevator will be the only elevator in the district to have the electric screen lights.
- New public address systems have been ordered for McQuiston Elementary School and the Intermediate High School.
- The 750-foot long fence at McQuiston Elementary School has been completed.
- Les Zang will install an emergency light and power packs in the new Athletic Office.

NEW BUSINESS:

- Safety Committee Members reviewed the Workman's Compensation Report since the last Safety Committee meeting on September 13, 2023. There were a total of six (6) reported accidents with one (1) of the accidents resulting in treatment being sought. Two (2) of the accidents resulted in loss of a work day.
- Safety Committee Members reviewed the Report of Injury forms for the six (6) accidents reported for the month. Corrective action recommendation: block off walking areas with wooden horses where water hoses are being used to avoid tripping incidents.

- Workplace Safety Inspection Checklists for each of the district buildings were reviewed by committee members. The following noted items will be addressed:

Broad Street Elementary School:

- Loose handrails on the ramps to the building will be evaluated by Les Zang. Les noted the hand rails may possibly need welded.

Center Avenue Community School:

- The broken window blinds at Center Avenue Community School is an ongoing issue.
- Mechanical guards should be placed on equipment. Les Zang to discuss with Keenan McGaughey.
- Obsolete televisions in all rooms need removed.
- Exit #2 will need concrete work near door threshold.
- The threshold at door #3 needs work and Les Zang will discuss with his staff as concrete grinding may need done to correct the issue.
- Exit #6 the bushes need trimmed. Once reviewed, Les Zang may recommend the bushes be cut down completely.
- Door # 6 to be inspected for leaks and water damage. The drywall is also soft and the paint is peeling.
- Exit #7 has loose handrails.

Center Township Elementary School:

- A workorder has been submitted to repair a rusted hand rail.

Northwest Elementary School:

- Support classrooms have limited space with much furniture and equipment. Les Zang will discuss the possibility of removing excess furniture with the building principal.
- A “pull cover” was left on the counter in a room. Could possibly be broken inside?
- Room 14 and the MDS classroom require lightbulbs to be replaced.
- A register vent is on the floor of the MDS classroom ramp.

Summit Elementary School:

- Workorders have been submitted for Ballast repairs.

- The second quarter Workplace Safety Newsletter was presented for review and will be posted on the district website. During the first quarter of the 2023-2024 school year, there were a total of sixteen (16) reported accidents with four (4) of the accidents resulting in loss of work time.
- Presented to the Safety Committee was the September, 2023 Risk Control and Safety Services Newsletter: “Physical & Mental Health And How They Impact Safety.” The newsletter noted how overall wellness and occupational safety are related and can influence each other, ultimately affecting an employee’s ability to perform tasks safely and effectively. The newsletter addressed stress management, fatigue and mental health, cognition and concentration, and communication.

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- Next Safety Committee meeting: Wednesday, November 8, 2023 @ 7:30 AM at the Administration Building.
 - Chad Broman motioned to adjourn the meeting and was seconded by Dave Andrews. All members were in favor; the motion carried.