

# BUTLER AREA SCHOOL DISTRICT Safety Committee

## *A G E N D A*

**December 13, 2023**

**7:00 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 Report Of Injury forms (Exhibit B)
  - Workplace Safety Inspection Checklist (Exhibit C)
- ❖ Miscellaneous Items
- ❖ Next Meeting
  - January 10, 2024
- ❖ Adjournment
- ❖ Annual Safety Committee Training 7:30 a.m.



**BUTLER AREA SCHOOL DISTRICT  
WORKPLACE SAFETY COMMITTEE  
INSPECTION & MEETING MINUTES  
NOVEMBER 8, 2023**

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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 by welcoming all committee members and guests attending in person and virtually.
- Dave Andrews motioned for approval of the October 11, 2023, meeting minutes. Bob Plocki seconded the motion with all safety committee members in favor and the motion carried.

OLD BUSINESS

- Heating for the greenhouse at Summit Elementary School is almost complete. There are a few electrical details to complete.
- The outdoor speaker from the Middle School to replace a broken speaker at Summit Elementary School will be addressed once Les Zang discusses with the district electrician.
- The new public address systems ordered for McQuiston Elementary School and the Intermediate High School have not been received as of the date of this meeting.
- Les Zang will discuss with the district electrician the installation of an emergency light and power packs in the new Athletic Office.
- From the Workplace Safety Inspection Checklist in October:

Broad Street Elementary School:

- Loose handrails on the ramps to the building will be discussed with the maintenance staff by Les Zang.

Center Avenue Community School:

- The broken window blinds at Center Avenue Community School is an ongoing issue.
- Obsolete televisions in all rooms needing removed is an ongoing issue.
- The mechanical guards on equipment will be discussed with Keenan McGaughey by Les Zang as the guards and the equipment should be used together.
- Exit #2 concrete work near the door threshold will be addressed with maintenance staff by Les Zang.
- The threshold at door #3 will be addressed by maintenance staff.
- Exit #6 where bushes need trimmed: Les Zang will review and may recommend the bushes to be cut down completely.
- Door # 6 to be inspected by maintenance staff for leaks and water damage as the drywall is soft and paint is peeling.
- Exit #7 has loose handrails and will be addressed by maintenance staff.

Center Township Elementary School:

- A workorder has been submitted to repair a rusted hand rail and will be addressed by maintenance staff.

Northwest Elementary School:

- Support classrooms have limited space with much furniture and equipment. Building principal will be contacted by Les Zang to discuss the removal of excess furniture.
- A “pull cover” was left on the counter in a room. Could possibly be broken inside? This will be addressed by maintenance staff.
- Replacement of light bulbs in room 14 and the MDS classroom have been completed.
- Bob Plocki reported a register vent was not found on the floor of the MDS classroom ramp after last month’s meeting. Bob will check the area again when he returns to Northwest Elementary.

Summit Elementary School:

- The workorders submitted for Ballast repairs will be addressed by the district technician.

NEW BUSINESS:

- Safety Committee Members reviewed the Workman’s Compensation Report since the last Safety Committee meeting on October 11, 2023. There was one reported accident for the month and treatment was not sought for the injury. One additional accident was reported but paperwork has not been submitted as of the date of this meeting.
- Safety Committee Members reviewed the Report Of Injury form for the one accident submitted and no corrective action is needed to be taken.
- The placement of water sensors within the district will be determined.
- Presented to the Safety Committee was the October, 2023, Risk Control and Safety Services Newsletter: “Understanding Musculoskeletal Disorders And Minimizing Risks With Better Practices”. The newsletter discussed how to prevent, or minimize, musculoskeletal injuries at work. One of the most effective controls is to eliminate the hazard. Example given is to install a conveyor belt to eliminate the need to carrying material.

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- The next Safety Committee meeting: Wednesday, December 13, 2023 @ 7:00 AM at the Administration Building. The annual Safety Committee training will be presented immediately after the monthly Safety Committee meeting and will be presented by Vince DiMenno, Senior Risk Control Consultant from Arthur J. Gallagher.

- Chad Broman motioned to adjourn the meeting which was seconded by Breit Cochran. All members were in favor; the motion carried.