

BUTLER AREA SCHOOL DISTRICT Safety Committee

A G E N D A

January 10, 2024

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)
 - Third Quarter Newsletter (Exhibit C)
- ❖ Miscellaneous Items
- ❖ Next Meeting
 - February 14, 2024
- ❖ Adjournment



**BUTLER AREA SCHOOL DISTRICT
WORKPLACE SAFETY COMMITTEE
INSPECTION & MEETING MINUTES
DECEMBER 13, 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
Recording Secretary: Ellen Scott
Guests Present: Ryan Benton (Risk Control Professional, UPMC WorkPartners) and Vince DiMenno (Senior Risk Control Consultant, Arthur J. Gallagher).

- Les Zang opened the Safety Committee meeting and welcomed all members in attendance.
- Dave Andrews motioned for approval of the November 8, 2023, meeting minutes. Chad Broman seconded the motion with all safety committee members in favor; the motion carried.

OLD BUSINESS:

- Heating for the greenhouse at Summit Elementary School has been installed.
- The outdoor speaker at Summit Elementary School is installed and in the process of being tested to confirm working status.
- According to the vendor, equipment for McQuiston Elementary School's new public address system has arrived. Les Zang is hopeful the system will be installed over Christmas break. The Intermediate High School's equipment has arrived with the exception of one item.
- As of the date of the meeting, the power packs for in the new Athletic Office need to be ordered.
- From the Workplace Safety Inspection Checklist in October:

Broad Street Elementary School:

- Loose handrails on the ramps to the building are in the process of being checked and corrections made where needed.

Center Avenue Community School:

Les Zang noted the following from discussion with Keenan McGaughey, Center Avenue Community School building principal:

- With the broken window blinds at Center Avenue Community School being an ongoing issue, mirrored film will be placed on the windows as it is on other parts of the building.
- Obsolete televisions needing removed from rooms will be completed once the limit of 100 items of electronic recycling are met.
- Principal Keenan McGaughey will discuss with the shop class teacher of the need to use the mechanical guards and equipment together.
- Exit #2 threshold has been repaired by using a wooden threshold.
- The repair of the threshold at door #3 will be addressed by maintenance staff. In addition, all thresholds will be inspected for any needed repairs.
- Exit #6 where bushes need trimmed will be cut down by a tree company working in the area of the building.

- Upon inspection of Door # 6, the wall may need to be taken down to repair. From the leaks, water damage has occurred and the drywall is soft with paint peeling.
- The loose handrails at Exit #7 has been tightened and repaired.

Center Township Elementary School:

- A rusted hand rail has been repaired.

Northwest Elementary School:

- Principal Matthew Martinez noted to Les Zang the issue has been corrected regarding the Support Classrooms having limited space due to furniture and equipment.
- A “pull cover” noted as being left on the counter in a room has not been found. No further action on the issue.
- Bob Plocki reported at the November Safety Committee meeting the register vent was not found on the floor of the MDS classroom ramp as noted at the October Safety Committee meeting. Bob did inspect the area again and reported the register vent again was not found. No further action on the issue.

Summit Elementary School:

- Ballast repairs are currently being addressed by the maintenance department.

NEW BUSINESS:

- Safety Committee Members reviewed the Workman’s Compensation Report since the last Safety Committee meeting on November 8, 2023. There were a total of three (3) reported accidents with none of the accidents resulting in treatment sought. None of the accidents resulted in loss of work time.
- Safety Committee Members reviewed the Report Of Injury forms for the three (3) accidents reported for the month. No corrective action is required for the reported accidents.
- The placement of water sensors within the district will tentatively be completed during Christmas break. Les Zang will determine a date with Vince DiMenno (Senior Risk Control Consultant, Arthur J. Gallagher).
- The Workplace Safety Inspection Checklists were reviewed as submitted from all of the district buildings. Noted were the following:

Center Township Elementary School:

- Work order has been entered to secure a wall mat in Room 59.

Northwest Elementary School:

- Wall outside Room 12 needs cleaned. Les Zang noted he has spoken with building principal Matt Martinez and this has been corrected since the inspection checklist was completed in November.
 - Flooring and rails need cleaned. Les Zang note he has spoken with building principal Matt Martinez and this has been corrected since the inspection checklist was completed in November.
 - Fire extinguishers should be inspected monthly. Les Zang reviewed the process with Northwest’s maintenance staff and moving forward inspections will be completed according to schedule.
 - Doors need to be closed at all times where cleaning supplies are stored.
- “Taking Your Safety Program To The Next Level” was the topic of the November, 2023, Risk Control and Safety Services Newsletter. The Newsletter discussed:
 - Management Responsibility
 - Establishing a Culture of Safety Training
 - Engage Employees in the Safety Process
 - Continuous Improvement of the Safety Program
 - Safety Management Systems

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- Next Safety Committee meeting: Wednesday, January 10, 2024 @ 7:30 AM at the Administration Building.
 - Chad Broman motioned to adjourn the meeting and was seconded by Bob Plocki. All Safety Committee members were in favor and the motion carried.
 - The annual Safety Committee training took place immediately following the regular Safety Committee meeting. Vince DiMenno (Senior Risk Control Consultant, Arthur J. Gallagher) presented the training with Ryan Benton (Risk Control Professional, UPMC WorkPartners) contributing.