

BUTLER AREA SCHOOL DISTRICT Safety Committee

A G E N D A

February 14, 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)
 - Workplace Safety Inspection Checklist (Exhibit C)
- ❖ Miscellaneous Items
- ❖ Next Meeting
 - March 13, 2024
- ❖ Adjournment



**BUTLER AREA SCHOOL DISTRICT
WORKPLACE SAFETY COMMITTEE
INSPECTION & MEETING MINUTES
JANUARY 10, 2024**

ROLL CALL

Members Present Virtually: Chad Broman, Kristen Clouse, Breit Cochran, and Bob Plocki

Members Present: Dave Andrews, Anita English, and Les Zang

Members Absent:

Recording Secretary: Ellen Scott

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

- Les Zang opened the Safety Committee meeting and welcomed all members who were in attendance.
- Dave Andrews motioned for approval of the December 13, 2023, meeting minutes. Bob Plocki seconded the motion with all safety committee members in favor and the motion carried.

OLD BUSINESS:

- While the heating has been installed in the greenhouse at Summit Elementary School, Chad Broman noted fans will be installed in the corners of the building.
- The outdoor speaker at Summit Elementary School has been installed. The volume control will be addressed during the summer months as it controls the volume for the entire building. A separate electrical line may need added to control the volume for the outdoor speaker only.
- McQuiston Elementary School's new public address system has been installed. The Intermediate High School's new system will be installed over the summer months.
- The power packs for placement in the new Athletic Office are ordered.
- From the Workplace Safety Inspection Checklist in October and December:

Broad Street Elementary School:

- Loose handrails on the ramps to the building have been fixed.

Center Avenue Community School:

- Door #3 threshold has been repaired. Other thresholds in the building have been inspected and repaired if found to be needed.
- Exit #6: the bushes have been cut down.
- In progress at 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.

Center Township Elementary School:

- In progress: a work order to secure a wall mat in room 59.

Summit Elementary School:

- Ballast repairs have been addressed by the maintenance department.

- The placement of water sensors within the district continues to be discussed between Les Zang and Vince DiMenno (Senior Risk Control Consultant, Arthur J. Gallagher). Les noted an ideal place for a sensor may be in the storage area in the basement of the Senior High School.

NEW BUSINESS:

- Safety Committee Members reviewed the Workman's Compensation Report since the last Safety Committee meeting on December 13, 2023. There was one (1) reported accident and no treatment was sought for the accident.
- Safety Committee Members reviewed the Report Of Injury form for the one (1) accident reported for the month. No corrective action is required.
- The Safety Newsletter for the third quarter of the 2023-2024 school year was provided to committee members for review. The newsletter will be posted on the district website.
- "Home Healthcare Safety" was the main topic of the December, 2023, Risk Control and Safety Services Newsletter. In addition, the following topics were discussed in the newsletter:
 - Workplace Violence
 - Slip, Trip, and Fall Hazards
 - Personal Protective Equipment
- Dave Andrews and Chad Broman inquired with Les Zang the possibility of installing a temperature sensor in the greenhouse at Summit Elementary School. Les noted the sensor would need to work through an app on their phone as it is unable to go through the district's Wi-Fi. Vince DiMenno recommended the Nest system to which Dave and Chad will research for use in the greenhouse.

-
- Next Safety Committee meeting is Wednesday, February 14, 2024 @ 7:30 AM at the Administration Building.
 - Anita English motioned to adjourn the meeting which was seconded by Kristen Clouse. All members were in favor and the motion carried.