

# BUTLER AREA SCHOOL DISTRICT Safety Committee

## *A G E N D A*

**March 13, 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)
- ❖ Miscellaneous Items
- ❖ Next Meeting
  - April 10, 2024
- ❖ Adjournment



**BUTLER AREA SCHOOL DISTRICT  
WORKPLACE SAFETY COMMITTEE  
INSPECTION & MEETING MINUTES  
FEBRUARY 14, 2024**

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ROLL CALL

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

Members Present: Dave Andrews, Anita English, Bob Plocki, and Les Zang.

Members Absent:

Recording Secretary: Ellen Scott

Guests Present: Dave Mariotti (BASD Maintenance), Vince DiMenno (Senior Risk Control Consultant, Arthur J. Gallagher), and Ryan Benton (Risk Control Professional, UPMC WorkPartners).

- Les Zang opened the Safety Committee meeting and welcomed all members who were in attendance.
- Anita English motioned for approval of the January 10, 2024, meeting minutes. Dave Andrews seconded the motion with all safety committee members in favor and the motion carried.

OLD BUSINESS:

- From the Workplace Safety Inspection Checklist in October and December:

Center Avenue Community School:

- Water damage to drywall from leaks at door #6 have been repaired according to Les Zang. The water damage caused the drywall to become soft causing paint to peel off.

Center Township Elementary School:

- An open work order to secure a wall mat in room 59 has been completed according to Les Zang.

- The installation of water sensors within the district is 30% complete with more sensors to be installed later this month.
- Dave Andrews reported a temperature sensor for the greenhouse at Summit Elementary School has been received. Principal Chad Broman will be contacting the IT Department to assist with connecting the sensor to wi-fi.

NEW BUSINESS:

- Safety Committee Members reviewed the Workman's Compensation Report since the last Safety Committee meeting on January 10, 2024. There were a total of eight (8) reported accidents with four (4) of the accidents resulting in treatment being sought. None of the accidents resulted in the loss of work time.
- Safety Committee Members reviewed the Report Of Injury forms for the eight (8) accidents reported for the month. No corrective action is required for the accidents involved.
- Safety Inspection Checklists from each of the district's buildings were reviewed with the following being noted:

Broad Street Elementary School:

- Outdoor railings are not secure.
- Outdoor lights do not always come on.

Center Township Elementary School:

- Outside door #16: retaining wall bricks are falling. Work order submitted. (This is an ongoing issue and will be addressed.)
- Lighting outside door #2: work order submitted to change bulb. (Bulb was changed but light still remained out. The light fixture will need replaced.)

McQuiston Elementary School:

- Room 15: sink faucet leaks and a work order was submitted 1/30/2024. (Work order completed.)

Northwest Elementary School:

- Room 21: 8 chairs were damaged the weekend of 1/13/2024. (The chairs will be repaired.)
- The fire alarm on the stage does not have a cage around it. (Cages are only placed over easily accessible fire alarms.)
- Two lights are out in the boys intermediate restroom.
- The right sided railing is loose on the ramp to gym.
- Janitor's closet needs locked to ensure all cleaning supplies are stored properly.
- Room 12: toilet and sink leak.
- Intermediate boys restroom: second urinal leaks resulting with water on the floor by end of the day.
- Room 6: leaking ceiling.
- Room 33: cannot regulate temperature. (Ongoing issue. Les Zang exploring pricing to update the system.)
- Room 33: the toilet outside the room leaks.
- Room 22: fire alarm is not able to be heard. (Fire alarms are in the hallways. Maintenance will check if the strobe light in hallway is working.)

Summit Elementary School:

- Principal Chad Broman noted various lights were out around the outside of the building.
- The main topic for the January, 2024, Risk Control and Safety Services Newsletter from UPMC WorkPartners was "OSHA Reporting". The following were detailed in the newsletter:
  - What employers must report.
  - Recordkeeping forms (OSHA 300/OSHA 301).
  - How does OSHA define a recordable injury?
  - How does OSHA define first aid?
  - Maintaining and Posting Records.
  - New Reporting Requirements for 2024.
  - What are some examples of incidents which are not recordable?

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- Next Safety Committee meeting: Wednesday, March 13, 2024, @ 7:30 AM at the Administration Building.
  - Chad Broman motioned to adjourn the meeting and seconded by Breit Cochran. All committee members were in favor; the motion carried.