

BUTLER AREA SCHOOL DISTRICT Safety Committee

A G E N D A

June 5, 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
 - July 10, 2024
- ❖ Adjournment



**BUTLER AREA SCHOOL DISTRICT
WORKPLACE SAFETY COMMITTEE
INSPECTION & MEETING MINUTES
MAY 8, 2024**

ROLL CALL

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

Members Present: 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).

- Ellen Scott opened the Safety Committee meeting and welcomed all members in attendance.
- Breit Cochran motioned for approval of the April 10, 2024, meeting minutes. Les Zang seconded the motion with all safety committee members in favor; the motion carried.

OLD BUSINESS:

- Vince DiMenno, Senior Risk Control Consultant from Arthur J. Gallagher, will follow up with CM Regent Insurance regarding the water sensor at Broad Street Elementary School that did not capture water released from a hot water tank. The hope is to replace the current sensor which may be defective.

- From the Workplace Safety Inspection Checklist in February:

Center Township Elementary School:

- Outside door #16: retaining wall bricks are falling. Work order submitted.
(This is an ongoing issue and will continually be addressed.)
- Lighting outside door #2: work order submitted to change bulb.
(Bulb was changed but light still remained out. The light fixture will be replaced but has not been as of the date of this meeting.)

Northwest Elementary School:

- Room 12: the leaking toilet and sink has been addressed by the maintenance staff.
- Room 33: Les Zang noted different options are being considered to regulate the temperature in the classroom as the expense to replace the controllers would be substantial. Options are still being considered. As of the date of this meeting, Les added with the heat no longer on, the temperatures are remaining where they should be.
- Room 22: the fire alarm is not able to be heard and Dave Mariotti from Maintenance will check if the alarm's strobe lights in the hallway are working. Dave will update the Safety Committee of the status at the June 5, 2024, Safety Committee meeting.

- From the Workplace Safety Inspection Checklist in April:

Northwest Elementary School:

- Railings on ramp that were loose have been tightened and secured.
- Front stairs at main entrance are crumbling but continues to be an ongoing issue.
- The absence of a light above main entrance which has been causing a burn on plastic has been remedied.

NEW BUSINESS:

- Safety Committee Members reviewed the Workman's Compensation Report since the last Safety Committee meeting on April 10, 2024. There were a total of three (3) reported accidents with one (1) of the accidents resulting in treatment being 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. Corrective action noted: staff should opt to push carts rather than pull carts. While pushing a cart, you have the ability to see the path ahead whereas by pulling a cart, the path is unable to be seen.
- Les Zang noted the employee swipe cards for entry into the district buildings have been initiated at Connoquenessing Elementary School, McQuiston Elementary School, Northwest Elementary School, and the 400 Wing of the Senior High School.
- The April, 2024, risk control and Safety Services Newsletter from UPMC WorkPartners was "Safety Committee" with the following were discussed in the newsletter:
 - What makes a good safety committee?
 - What does a safety committee do?
 - What to look for when reviewing accidents.
 - Hierarchy of Controls.

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- The next Safety Committee meeting was scheduled for Wednesday, June 12, 2024. Due to scheduling conflicts, the next Safety Committee meeting will be held Wednesday, June 5, 2024, @ 7:30 AM at the Administration Building.
 - Dave Andrews motioned to adjourn the meeting and seconded by Anita English. All members were in favor; the motion carried.