

# BUTLER AREA SCHOOL DISTRICT Safety Committee

## *A G E N D A*

**July 10, 2024**

**7:30 A.M.**

**Harriger Educational  
Services Center**

- ❖ Call to Order
- ❖ Roll Call
- ❖ Approval of June 5, 2024 Meeting Minutes
- ❖ Old Business
- ❖ New Business
  - Review current Workman's Compensation Report (Exhibit A)
  - Review current Report of Injury forms (Exhibit B)
  - First Quarter Newsletter (Exhibit C)
- ❖ Miscellaneous Items
- ❖ Next Meeting
  - August 14, 2024
- ❖ Adjournment



**BUTLER AREA SCHOOL DISTRICT  
WORKPLACE SAFETY COMMITTEE  
INSPECTION & MEETING MINUTES  
JUNE 5, 2024**

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ROLL CALL

Members Present Virtually: Dave Andrews, Chad Broman, and Kristen Clouse.  
Members Present: Anita English, Dave Mariotti, and Les Zang.  
Members Absent: Breit Cochran  
Recording Secretary: Ellen Scott  
Guests Present: Vince DiMenno (Senior Risk Control Consultant, Arthur J. Gallagher).  
Guest Present Virtually: Ryan Benton (Risk Control Professional, UPMC WorkPartners).

- Les Zang opened the Safety Committee meeting and welcomed all members who were in attendance.
- Chad Broman motioned for approval of the May 8, 2024, meeting minutes. Dave Andrews seconded the motion with all safety committee members in favor and the motion carried.

OLD BUSINESS:

- Vince DiMenno, Senior Risk Control consultant from Arthur J. Gallagher, noted to Les Zang to contact the service center regarding the non-working water sensor at Broad Street Elementary School. The service center may require information on the sensor and will determine if a replacement will be provided.
- From the Workplace Safety Inspection Checklist in February:
  - Center Township Elementary School:
    - Lighting outside door #2: work order submitted to change bulb.  
The light bulb was changed but the light still remained out. The light fixture needed to be replaced, and as of the date of this meeting, the light fixture has been replaced.
  - Northwest Elementary School:
    - Room 33: Les Zang noted computer boards and software are the options considered to regulate the temperature in the classroom.
    - Room 22: Dave Mariotti from Maintenance noted the fire alarms are able to be heard. Les Zang added new fire alarms will be installed at Center Township Elementary School and Center Avenue Community School.
    - Dave Mariotti will revisit the absence of a light above the main entrance which has caused a burn on the surrounding plastic.

NEW BUSINESS:

- Safety Committee Members reviewed the Workman's Compensation Report since the last Safety Committee meeting on May 8, 2024. There were a total of six (6) reported accidents with four (4) of the accidents resulting in treatment being sought. Two (2) of the accidents resulted in a half day loss of work time.
- Safety Committee Members reviewed the Report Of Injury forms for the six (6) accidents reported for the month. Corrective action will be taken with the cart handle popping out from a chair cart. Les Zang will install clip pins to secure the handle to the cart.

- Ryan Benton (Risk Control Professional, UPMC WorkPartners) will review the Report of Injury form to possibly add a line for corrective action to be noted. This may assist in reducing the risk of a recurring accident.
  - Les Zang will review eye/ear protection use by his staff while mowing.
  - From the June Workplace Safety Inspection Checklist:
    - Center Avenue Community School:
      - Short elevator (wheelchair lift) has been inspected.
      - Water Leak outside staff bathroom in hallway has been corrected but, until a new roof is installed at the building, the issue will continue.
      - Fire alarm covers will be put in place once the new alarm system is installed.
    - Northwest Elementary School:
      - General housekeeping needs addressed.
      - Front step is peeling, but upon review, will need cement to correct.
      - Cleaning supply doors should be kept closed at all times. Les Zang will send a memo to all building principals and maintenance staff in regards to this matter.
      - Playground: Wood border needs removed from swing set area which is anticipated to be completed over the summer months.
      - The cleanout and cutting of PVC pipes will not be done as the pipes serve as a guideline to where sewage lines are.
    - Summit Elementary School:
      - Work order has been submitted to clear areas of holes and obstructions that might cause tripping/falling accidents. Areas of concern include the curb and sidewalk under the overhang.
      - Work orders for outside lights have been submitted prior.
  - Les Zang noted paving and sealing will be in progress over the summer months and to be cautious while driving through district properties. Chad Broman requested from Les a list of dates as to when/where the paving/sealing will be occurring so staff may be notified.
  - Elementary school buildings will have the parking lot lights replaced over the summer months. Les Zang noted the current lights may be replaced by LED lights.
  - The district closure will be July 1, 2024-July 5, 2024.
  - The May, 2024, Risk Control and Safety Services Newsletter from UPMC WorkPartners was “Accident Investigation” with the following being discussed in the newsletter:
    - Benefits to employers.
    - Six steps for accident investigations.
    - Correcting root causes.
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- Next Safety Committee meeting: Wednesday, July 10, 2024 @ 7:30 AM at the Administration Building.
  - Anita English motioned to adjourn the meeting and was seconded by Les Zang. All members were in favor and the motion carried.