

**Workplace Safety Committee Minutes**  
**Wednesday May 1, 2024**

The meeting was called to order by Joshua Kutscher at 11:30 a.m.

Members present: Joshua Kutscher, Al Ragan, Randal Sydeski, Matt Toth, Lisa Kotewicz, Jim Tyron, Marc Bellora, Jeff Esper

Guests present: Bernice Francia

The motion to approve April Meeting Minutes and publish to district website was made by Matt Toth and seconded by Randal Sydeski.

**Old Business**

- Resolved
  - o High School Kiln Room – Air Quality
  - o Central Elementary – Cleared old school equipment clutter
  - o Playground Safety – Mulch was laid
- Outstanding
  - o High School Stadium Kitchen Equipment – Materials Ordered
    - Discussion concluded with recommendation of a thorough clean and reset of kitchen equipment and setting expectations of cleanliness from our visitors/renters. Rental privileges to be revoked if cleanliness is not upheld.

**Accident Review**

- Reviewed one (1) 'report only' accidents. Employee had a slip and fall shortly after student arrival on a rainy day. Water was tracked into the building.
- Reviewed one (1) 'medical' claim. Employee suffered elbow pain after moving heavy bags of books and trash. Employee sought medical treatment and is ongoing.
- No 'lost time' claims for review.

**Building Inspection**

Elizabeth Learning Center – Zak Digorio

- Areas in need of attention:
  - o Exterior Lighting – Replacement bulbs required near rear exterior fixture
  - o Receptacle & Cover Plates – broken cover plates
  - o Lavatories & Sink Fixtures – clogged sink in upstairs boys bathroom
  - o Boilers – Burners need cleaned & Draft sensor replaced (corrected on 4/19/24 by CS&E)
  - o Exterior wall surfaces – Desk in front of stairwell door by 'exit door' to be removed
- Comments: All items listed above have been forwarded to maintenance staff and corrected by end of week

Elizabeth Forward High School – Jim Tyron & Marc Bellora

- Supplemental report attached

**New Business**

- Elizabeth Learning Center – Clutter of old furniture and technology equipment.
- Elizabeth Forward Middle School –
  - o Excess water surrounding water fountains. Potential slip and fall – new carpets recommended
- William Penn Elementary School
  - o Pavilion and Shed are falling apart – in need of repair or disposal recommended

- Old Fence by ballfield – disposal recommended
- Hornets in Faculty Room
- Still in need of additional help with cleaning
- Central Elementary School
  - Uneven pavement near ramp – high visibility painting recommended
- Recommendation of replacement committee member

**Next Meeting**

May 29 –Elizabeth Learning Center & Elizabeth Forward High School

**Adjourn**

It was moved by Lisa Kotewicz and seconded by Bernice Francia adjourn the meeting at 12:32