

**Workplace Safety Committee Minutes**  
**Wednesday April 3, 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, Zak DiGorio, Lisa Kotewicz, Jim Tyron, Marc Bellora, Jeff Esper, Laura Burns

Guests present: Bernice Francia, Mark Nease

The motion to approve March Meeting Minutes and publish to district website was made by Zak DiGorio and seconded by Al Ragan.

**Old Business**

- Resolved
  - o Trophy Case & Ceiling Tiles at the High School Stadium.
  - o Administration Parking Lot Hazard
- Outstanding
  - o High School Stadium Kitchen Equipment – Materials Ordered
  - o Playground Safety – Materials Ordered
  - o High School Kiln Room – Air Quality

**Accident Review**

- Reviewed four (4) 'report only' accidents with student involvement. Discussions surrounding the increased number of claims with student involvement and how to reduce this impact has continued.
- Reviewed one (1) 'medical' claim. Employee suffered shoulder pain after moving furniture in storage room at central elementary
- No 'lost time' claims for review.

**Building Inspection**

Elizabeth Forward Middle School was reviewed issues include:

- Uneven Pavement/Landing areas
- No MSDS Sheets on file was noted but resolved. Sheets are housed separately.

**New Business**

- Mr. Mark Nease reported on our current year claims. While the number of claims is higher than years past, the incurred costs remains below average. Total incurred costs as of 3/27/2024 amount to \$11,677.52.
- Reviewed workplace accident flowchart and agreed to post this to our website.
- Updated our panel of physicians and provided those to our school nurses for employee reference.

**Safety Concerns from other buildings**

- Central Elementary School
  - o 911 system was down due to inclement weather
    - Mr. Toth advised that this is typical during bad storms however new lines are being discussed.
  - o Employee badge reader is not operating as designed near the playground
- Greenock Elementary
  - o Requesting concrete patches on the sidewalk nearest the parking lot.
- William Penn

- Reports on cleanliness due to short staffing. Requested that we work in a rotation for an additional custodian whenever possible.
- High School
  - Doors and windows frequently left open.

**Next Meeting**

May 1 –Elizabeth Learning Center & Elizabeth Forward High School

**Adjourn**

It was moved by Marc Bellora and seconded by Jim Tyron adjourn the meeting at 12:21