



Riverview Intermediate Unit 6
270 Mayfield Road
Clarion, PA 16214



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www.riu6.org

RIU Safety Committee Meeting
Monday, January 15, 2024
2:00 Boardroom

Members Present: Shawn Algoe, Daphne Himes, Andrea Williams, Cindy Smathers, Greg Machokas, Tim Aites, Sue Wolbert

Members Absent: Dr. Stahlman, Deena Croyle, Ben Brobst

Minutes:

1. Review/Approval of the December 18, 2023, Committee Meeting Minutes
 - i. Greg made the motion to approve with Sue 2nd to approve minutes - approved.
2. Workers' Compensation Update for the period December 18 thru January 15, 2024
 - i. No new incidents currently reported. There are still 2 prior incidents that are still open.
3. Current Concerns / Hot Topics / Safety Prep Drills
 - Safety & Security Update – The HQ building has been entirely rekeyed. The Key Caddy will be housed in Dr. Stahlman's adjacent locked room to his office. If anyone is needing access into another office/room, they will need to see Teresa or Shawn to get a key. Offices that have departmental printers, it is up to the department to decide if they will keep the secretary's door open if they are absent for the day and then close the door at the end of the day.
 - Training needs & Drills – Fire drill to be scheduled in January – TBD.
 - Hosting training event for School Safety Security Coordinators Summit on 3/15/24.
 - The Yearly Safety Committee Training will be February 22.
We will have our monthly meeting following the training.
 - Emergency Plan Review – New Crisis Response Guide was handed out 1/11/24 to HQ Staff.
 - Paging System – we are still looking into things. Red Horizon Company might be an option.
 - Additional Items for the Committee
 - Workplace Inspection Checklist – Areas requiring corrective action: material storage (basement storage area); personal space heaters present in buildings; fire doors need to be kept closed; items stored in corridors (basement); driveway in poor condition; preventative maintenance records for equipment that require service.
 - Review and revise Transportation guidelines for RIU6 owned vehicles – Revised handbook and supporting documentation, deployed for implementation. The Maintenance department will conduct monthly Drivers Vehicle Safety Inspection. Drivers will complete pre-trip inspections.
 - School Climate Assessment – EaP & Climate Assessment 11/6/23. There were some recommendations: The Lunchroom is not bright and inviting; Visitor Parking out front; Climate Survey; and Mental Health – Establish an Employee Assistance Program to be able to call for help or with questions, etc.
4. Items to be completed before the next meeting.
 - i. Everyone will get registered for our Renewal Training on 2/22/24.
 - ii. Schedule Fire Drill
5. Next Meeting: March 18th at 2:00 in the boardroom
6. Schedule for 23/24 Meetings, all at 2:00 in the Boardroom: 4/15, 5/20, 6/17