

To: The Pennridge School District Safety Committee

From: Kelly Harper

RE: Safety Committee Meeting

1/14/20

Agenda

1. Review Minutes from last meeting

2. Reports

- A. Maintenance
 - a. Building Inspection
- B. Transportation
- C. Nurse Coordinator
- D. Human Resources
- E. Nutritional Services
- F. Athletics
- G. Pupil Services

3. Old Business

4. New Business

Our next safety committee meeting will be on 2/11/2020 at 1:30 in the High School - LGI 3.3.

MEETING MINUTES

12/10/19

The meeting was called to order at 1:32pm by Kelly Harper

Members Present: Dave Babb, David Bolton, Sean Daubert, Stephen Cashman, Kelly Harper, Ray Ott, Lance Strawser, William Swope, Linda Tennett,

Guest Present: None

Reports:

Maintenance: Lance gave a report on the inspection conducted at Bedminster Elementary School. Kelly stated that Johnson Controls would be out Friday Dec. 13, 2019 to update the fire extinguisher at Bedminster and at North Middle School.

Transportation: No report was given

Nurse Coordinator: Nothing to report. Kelly H. asked about AEDs for budgeting and servicing concerns.

Human Resources: No report was given

Nutritional Services: No report was given

Athletics: Dave Babb reported that PE would like to use the wrestling room again this year for their students. The concern is with contagions and the spread or distribution of them. David Bolton recommended that Dave Babb contact all parties concerned and discuss alternatives for their activity.

Pupil Services: No report was given

Old Business: Dave reported that the company that installed the floor stickers trimmed the curling edges.

Kelly reported that he was still having contractor issues regarding the parking area painting.

Kelly also reported that Lorn Strawser will be meeting with the netting company for instructions on dismantling the netting for the winter weather.

New Business: No new business

The meeting ended at 1:51pm

The next Safety Committee meeting will take place on Jan. 14, 2020 at 1:30pm in the high school LGI 3.3

Lance Strawser

Safety Videos

Safety Videos (Available to Borrow)

Some are now available in DVD *

Safety videos are an excellent resource for Safety Committee meetings!

Another resource for videos: [DuPont Sustainable Solutions](#)

New	Title	Length	#of Copies Available	Booklet or Training Materials Included?
DVD	Safety Orientation for Schools	18 min.	4	Booklet
DVD	Back Injury Protection Lifting Safety	10 min.	5	Booklet
NEW DVD	Hazard Communication Right to Know	14 min.	1	Booklet
DVD	School Bus Drivers Positively in Control	12 min.	4	Booklet
DVD	MRSA Awareness	19 min.	1	Booklet
DVD	MSDS Read Before You Need It	17 min.	1	Booklet
	Kitchen Safety	13 min.	1	No
DVD	Needlestick Prevention	16 min.	1	Booklet
DVD	Violence Prevention on School Buses	20 min.	4	Booklet
DVD	Foodborne Illness Prevention	14 min.	1	Booklet
	Safety Housekeeping & Accident prevention	13 min.	1	Training Materials

New	Title	Length	#of Copies Available	Booklet or Training Materials Included?
	Workplace Stress	12 min.	1	Training Materials
DVD	Mold Awareness	12 min.	1	Booklet
DVD	Special Ed. Save Your Back	16 min.	4	Training Materials
DVD	Electrical Safety	15 min.	1	Booklet
DVD	Bloodborne Pathogens for Schools	20 min.	5	Booklet
DVD	Bloodborne Pathogens for Custodians	15 min.	2	Booklet
	Winter Safety	5 min.	2	Booklet
DVD	Back Safety	5 min.	2	Booklet
DVD	Slips, Trips, & Falls	5 min.	5	Booklet
	Driving in Rainy Weather	5 min.	2	Booklet
	Driving on the Job	5 min.	2	Booklet
	Fire Prevention	5 min.	2	Booklet
DVD	First Aid for Schools	19 min.	2	Booklet
DVD	Lab Safety for Schools	17 min.	2	Booklet
DVD	Groundskeeping Safety	17 min.	2	Booklet
	Infection Control for Schools	20 min.	1	Booklets
DVD	Understanding the NEW ADA	11 min.	1	Booklets

If you are interested in borrowing one of these videos, please contact us via email or telephone 800-445-6965 ex. 2123.

Self-Inspection Definitions

This guideline is intended to provide clarification of most often asked questions regarding the meaning of abbreviated terms used on the inspection check form.

Walking/working surfaces:

Condition - cracked, heaved, uneven loose coverings; Clear - free of obstruction

Emergency exits:

Maps - floor plan showing exit routes and exit doors; lighting - maintain minimum 0.5 FC for one hour at all exit ways

Fire extinguishers:

Services - annual check with updated tag

Fire detection:

Annual test; sprinklers: annual test and under service contract; manual pull stations: annual test

Hazcom:

Posting - required PA Dept. L&I notice to employees;
Lids/labels - all containers should have lid/cap in place and label affixed to container identifying contents; training - annual training requirement with appropriate documentation

Workstations:

Seating - properly adjusted for employee to fit task; keyboards - wrist rest, hand position

Electrical:

GFCI - Ground Fault Circuit Interrupter (device used to disconnect power source if fault condition occurs); Extension cords - not permitted to use any type or appliances with zip or light duty cord; Multi-tap outlets - multi receptacles strips or "octopus", open boxes - missing covers; Ratings - general purpose enclosures used for wet/dirty/corrosive environments

Equipment guards:

NIP - in running rollers or moving belts where person could have finger or body parts caught in the equipment

Portable power tools:

PPE - personal protective equipment (like safety glasses, hearing protection, gloves)

Eyewash stations:

15-minute supply - minimum available amount of clean, uncontaminated water for flushing

Food service:

Knives racked - all knives should be in rack (not stored in drawers); mesh/Kevlar glove - for cleaning slicer; mats - placed in tray wash area; dry storage practices - heavy items between knee and chest height, light materials high on rack; floor - general maintenance and housekeeping

PPE (personal protective equipment)

barrier creams - where gloves are not viable option, but individual is exposed to chemicals or cleaning compounds, consider use of creams to cover skin and protect against harmful effects; Heat/cold - protection against cold temperature environments and precautions against heat stress

Under Special Interests

Swimming Pools:

Confined space - training for workers, and the monitoring equipment especially where using chlorine gas; Ladders - type for application, and construction and maintenance

Mechanical rooms:

Noise - decibel rating and requirement for using hearing protection; access - limited to station engineers or selected professional staff

Laboratory:

Hazcom - material data sheets on all chemicals, and staff training (documented); Storage - flammable liquid cabinets, corrosives in special storage; PPE - EVAC - evacuation plans for emergencies including the notification of authorities

Loading docks:

Handling equipment - industrial trucks, pallet jacks, hand carts; Barriers - railings and fencing to prevent falls or limit access into areas of motorized vehicle operation; chocks - block trailer wheels from moving while loading/unloading with industrial trucks; Storage - storage practices in area (neat, orderly, separation)

Vehicle operation:

MVR - Motor Vehicle Report, driving record of violations; business - kind of tasks performed by those driving school district vehicles

**Pennridge School District
Safety Committee Meeting
January 14, 2019**

The meeting was called to order at 1:33pm by Kelly Harper

Members Present: Dave Babb, Chris Bogen, Stephen Cashman, Kelly Harper, Ray Ott, William Swope, Linda Tennett, Joseph Gallo, Richard Joyce

Guest Present: None

Reports:

Maintenance: No report was given

Transportation: No report was given

Nurse Coordinator: No report was given

Human Resources: No report was given

Nutritional Services: No report was given

Athletics: No report was given

Pupil Services: No report was given

Old Business: Mr. Babb reported that there were no issues in the wrestling room that related to spreading contagions.

Mr. Harper reported that the pavement line painter was on site 1/11/20, but the pavement conditions were not suitable for line painting. We will need to wait for better conditions to proceed.

Mrs. Tennett reported that she was providing an AED for the Operations office and will review use after the meeting with Mr. Harper

New Business: Mr. Harper asked for suggestions on future video training opportunities via a list of DVD's available through our insurer SDIC. A few recommendations were noted and will be considered for future meetings.

Mr. Harper reviewed a document that defined what is expected during a self-inspection and typically used by our staff that perform inspections. "Self-Inspection Definitions"

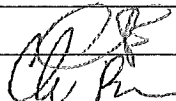


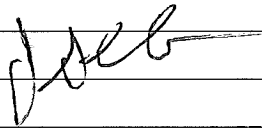
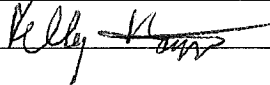
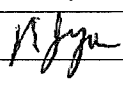
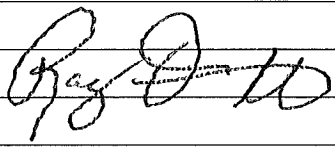
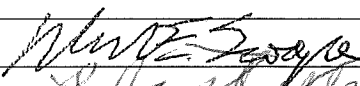
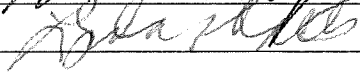
The meeting ended at 1:46pm

The next Safety Committee meeting will take place on February 11, 2020 at 1:30pm in the high school LGI 3.3

Kelly Harper

Safety Committee Sign in Sheet

January 14, 2020

Employee	Position	Signature
Dave Babb	Director of Athletics	
Chris Bogen	Grounds	
David Bolton	Superintendent	
Dan Branch	Security	
Sean Daubert	Business Administrator	
Stephen Cashman	Principal - High School	
Glenn Donaldson	Assistant Principal - Central MS	
Joseph Gallo	Director of Security	
Gina Giarratana	Director of Nutritional Services	
Kelly Harper	Director of Operations	
Scott Hegen	Assistant Principal - High School	
Richard Joyce	Facility Manager	
Joan Kulesza	Principal - Grasse ES	
Jacqueline McHale	Director of Human Resources	
Ray Ott	Assistant Principal - High School	
Donna Schepis	Human Resources	
Jessica Short	Director of Transportation	
Lance Strawser	Maintenance	
William Swope	IT Department	
Lynda Tennett	High School Nurse	
Sharon White	Assistant Director of Nutritional Services	
Cheri Woyurka	Director of Pupil Services	
Rosemarie Wrobel	Assistant Director of Transportation	
	Guest	
	Guest	
	Guest	