

BUTLER AREA SCHOOL DISTRICT Safety Committee

A G E N D A

September 10, 2025

7:30 A.M.

**Harriger Educational
Services Center**

- ❖ Call to Order
- ❖ Roll Call
- ❖ Approval of August 13, 2025 Meeting Minutes
- ❖ Old Business
- ❖ New Business
 - Review current Workman's Compensation Report (Exhibit A)
 - Review current Report Of Injury forms (Exhibit B)
- ❖ Miscellaneous Items
- ❖ Next Meeting
 - October 8, 2025
- ❖ Adjournment



**BUTLER AREA SCHOOL DISTRICT
WORKPLACE SAFETY COMMITTEE
INSPECTION & MEETING MINUTES
AUGUST 13, 2025**

ROLL CALL

Members Present Virtually: Dave Andrews, Chad Broman, and Kristen Clouse.

Members Present: Melissa Evans and Helen Walker.

Members Absent: Breit Cochran, Dave Mariotti, and Les Zang.

Recording Secretary: Ellen Scott

Guests Present:

- Ellen Scott opened the Safety Committee meeting and welcomed all members who were in attendance.
- Helen Walker motioned for approval of the July 9, 2025, meeting minutes. Dave Andrews seconded the motion; all Safety Committee members were in favor and the motion carried.

OLD BUSINESS:

- From the April Workplace Safety Inspection Checklists:

Summit Elementary School:

- Workorder #7824911: request to repair areas with holes and obstructions that may cause tripping/falling accidents will be addressed. Per Chad Broman, the workorder has not been completed as of the date of this meeting.
- The workorder submitted to replace bulbs in (2) lights outside the building will be confirmed as completed, or in progress, with Les Zang at the September 10, 2025, Safety Committee meeting.

- From the June Workplace Inspection Checklists:

Broad Street Elementary School:

- Playground railings continue to have repairs being done.
- Exterior lighting will be updated once the replacement bulbs have been ordered.
- The status of the playground railings and exterior lighting will be confirmed as completed, or in progress, with Les Zang at the September 10, 2025, Safety Committee meeting.

Northwest Elementary School:

- Les Zang will determine a solution to hang equipment bags at the school to keep the bags off of the floor.
- The status of a solution to hang equipment bags will be confirmed as completed, or in progress, with Les Zang at the September 10, 2025, Safety Committee meeting.

NEW BUSINESS:

- There were no accidents reported since the last Safety Committee meeting on July 9, 2025. As such, the Workmans' Compensation Report (Exhibit A), and Report of Injury Forms (Exhibit B), were not in need to be reviewed.

- The July UPMC WorkPartners Risk Control & Safety Services Newsletter regarding accident investigation was shared with the Safety Committee. The newsletter reviewed the following topics:
 - Why accident investigations are beneficial to employers.
 - Before an accident investigation starts, employers must ensure prompt medical treatment is provided to the injured employee.
 - The six (6) steps to an accident investigation: secure the scene; collect facts; develop the sequence of events; determine the cause(s); recommend improvements; and write a report.
 - Other facts important to gather: weather conditions; unsafe behaviors; and hazardous conditions.
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- Next Safety Committee meeting: Wednesday, September 10, 2025, @ 7:30 AM at the Administration Building.
- Chad Broman motioned to adjourn the meeting and was seconded by Helen Walker. All members were in favor; the motion carried.