

BUTLER AREA SCHOOL DISTRICT Safety Committee

A G E N D A

October 8, 2025

7:30 A.M.

**Harriger Educational
Services Center**

- ❖ Call to Order
- ❖ Roll Call
- ❖ Approval of September 10, 2025 Meeting Minutes
- ❖ Old Business
- ❖ New Business
 - Review current Workman's Compensation Report (Exhibit A)
 - Review current Report Of Injury forms (Exhibit B)
 - Review Workplace Safety Inspection Checklist (Exhibit C)
 - Quarterly Newsletter
- ❖ Miscellaneous Items
- ❖ Next Meeting
 - November 12, 2025
- ❖ Adjournment



**BUTLER AREA SCHOOL DISTRICT
WORKPLACE SAFETY COMMITTEE
INSPECTION & MEETING MINUTES
SEPTEMBER 10, 2025**

ROLL CALL

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

Members Present: Melissa Evans, Helen Walker, and Les Zang.

Members Absent: Breit Cochran and Dave Mariotti.

Recording Secretary: Ellen Scott

Guests Present: Ryan Benton (Risk Control Professional, UPMC WorkPartners) and Vince DiMenno (Senior Risk Control Consultant, Arthur J. Gallagher).

- Les Zang opened the Safety Committee meeting and welcomed all members who were in attendance.
- Helen Walker motioned for approval of the August 13, 2025, meeting minutes. Chad Broman 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:

Les Zang noted the following workorders continue to be in progress for completion:

- Workorder #7824911: a request to repair areas with holes and obstructions that may cause tripping/falling accidents.
- Workorder submitted to replace bulbs in two (2) lights outside the building.
- While discussing the workorders at Summit Elementary, Chad Broman requested Les Zang address a light bulb in Room 16 as it flickers and may cause issue. Les instructed Chad to have the building custodian remove the one flickering light bulb and the lighting will still be sufficient in the room. Chad noted there is a workorder in the system for the repair.

Broad Street Elementary School:

The following continue to be in progress for completion:

- Playground railing repairs.
- Exterior lighting replacement.

Northwest Elementary School:

- Les Zang will confirm a solution has been made regarding hanging equipment bags at the school in place of the bags laying on the floor.

NEW BUSINESS:

- Safety Committee Members reviewed the Workman's Compensation Report since the last Safety Committee meeting on August 13, 2025. There were two (2) accidents reported with one (1) of the accidents resulting in a loss of work time.
- The Report of Injury Forms for the two (2) accidents were reviewed for corrective action. Corrective action for the one (1) incident was a memo to staff noting Univent systems should not be covered with items such as papers, books, supplies, etc.

- Helen Walker noted an accident involving a Metz food service employee. The employee was cleaning the dish machine and hot water poured out onto their foot.
 - The August UPMC WorkPartners Risk Control & Safety Newsletter was shared with the Safety Committee. The newsletter reviewed the topic of Safe Driving with the following being noted:
 - Core Safe Driving Practices
 - Drive Responsibly
 - Encountering A Road Rage Driver
 - Ryan Benton noted the importance of forklift safety while stressing employees should ensure the forklift in use is in park prior to the operator exiting. For additional safety, Ryan shared with Les a blue light may be attached to a forklift. The light shines an approximate 10-foot halo of blue light around the forklift while it is in transit; this will assist other employees to be aware of a moving forklift. Les Zang reported forklift training is provided to the employees by him or the employee who was in the position prior.
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- Next Safety Committee meeting: Wednesday, October 8, 2025, at 7:30 AM at the Administration Building.
- Helen Walker motioned to adjourn the meeting and was seconded by Melissa Evans. All members were in favor; the motion carried.