

BUTLER AREA SCHOOL DISTRICT Safety Committee

A G E N D A

November 12, 2025

7:30 A.M.

**Harriger Educational
Services Center**

- ❖ Call to Order
- ❖ Roll Call
- ❖ Approval of October 8, 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
 - December 10, 2025
 - Annual Safety Training
- ❖ Adjournment



**BUTLER AREA SCHOOL DISTRICT
WORKPLACE SAFETY COMMITTEE
INSPECTION & MEETING MINUTES
OCTOBER 8, 2025**

ROLL CALL

Members Present Virtually: Dave Andrews, Chad Broman, and Breit Cochran.

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

Members Absent: Kristen Clouse

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 virtually and in person.
- Helen Walker motioned for approval of the September 10, 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 a work order to replace bulbs in two (2) lights outside the building will be completed when a lift to reach the lights is able to be brought to the school.
- A flickering lightbulb in Room 16 at Summit Elementary School has been removed and a workorder has been submitted for the repair.

Northwest Elementary School:

- Les Zang will confirm a solution has been made regarding the hanging of 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 September 10, 2025. A total of five (5) accidents were reported with two (2) of the accidents resulting in a loss of work time.
- Safety Committee Members reviewed the Report of Injury forms for four (4) of the five (5) accidents reported for the month. No corrective action is required for the accidents involved.
- Workplace Safety Inspection Checklists for each of the district buildings were reviewed by committee members. The following items were noted:
 - Center Avenue Community School:
 - The floor scrubber is leaking. The scrubber should be brought to the maintenance department for repair.
 - Stage/handicap elevator does not work. Vince DiMenno will provide Les Zang with a contact for repair.

- Center Township Elementary School:
 - Work order submitted to check the structure/supports by door 15. Les Zang noted architects have been consulted.
 - Work order submitted to fix sidewalk by door 9.
 - Work order submitted for broken downspout by exterior door #12.
- Northwest Elementary School:
 - Primary classrooms and bathrooms need general housekeeping.
 - Paint is chipping off hand railings. Les Zang noted the hand railings will be addressed by Dave Maloney.
- Senior High School:
 - Work order for an outlet to be fixed was submitted on 9/19/2025.
 - Work order for a parking lot light repair was submitted on 9/19/2025.
 - Work order for addressing exterior lighting was submitted on 9/19/2025.
- The second quarter Workplace Safety Newsletter was presented for review and will be posted on the district website. During the first quarter of the 2025-2026 school year, there were a total of six (6) accidents with two (2) of the accidents resulting in the loss of work time.
- The September UPMC WorkPartners Risk Control & Safety Services Newsletter was shared with the Safety Committee. The newsletter reviewed Back To School Safety with the following being noted:
 - Ladder safety, electrical safety, fire hazards, and trip/fall risks.
 - Classroom set up and organization to avoid clutter, securing heavy items, and ladder safety.
 - Emergency Preparedness: knowing your evacuation exits, reviewing safety protocols, and updating your emergency contacts.
 - Mental & physical wellness by taking breaks, asking for help lifting or moving heavy objects, and to check in with your colleagues if you're feeling overwhelmed.
- An additional September UPMC Work-Partners Risk Control & Safety Services Newsletter was shared with the Safety Committee: Autumn Safety Tips. Areas covered in the newsletter included:
 - Autumn hazards which include the loss of daylight time.
 - Falling temperatures and using caution with frost and black ice.
 - Pothole and changing road surface condition awareness.
 - Tire maintenance including ensuring good tire pressure and having plenty of tread on your tires.
 - Back to school bus safety and being aware of school busses and children waiting at bus stops.
 - Being cautious of wet leaves which can be slippery, reduce traction, and cover road markings.
 - Deer activity on the roadways especially in October. If you see one, please slow down because others may be nearby.

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- Next Safety Committee meeting: Wednesday, November 12, 2025, @ 7:30 AM at the Administration Building.
 - Melissa Evans motioned to adjourn the meeting and was seconded by Dave Andrews. All members were in favor; the motion carried.