

BUTLER AREA SCHOOL DISTRICT Safety Committee

A G E N D A

March 11, 2026

7:30 A.M.

**Harriger Educational
Services Center**

- ❖ Call to Order
- ❖ Roll Call
- ❖ Approval of February 11, 2026 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
 - April 8, 2026
- ❖ Adjournment



**BUTLER AREA SCHOOL DISTRICT
WORKPLACE SAFETY COMMITTEE
INSPECTION & MEETING MINUTES
FEBRUARY 11, 2026**

ROLL CALL

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

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

Members Absent:

Recording Secretary: Ellen Scott

Guests Present: Ryan Benton (Risk Control Professional, UPMC WorkPartners).

- Les Zang opened the Safety Committee meeting and welcomed all members who were in attendance.
- Helen Walker motioned for approval of the January 14, 2026, meeting minutes. Chad Broman seconded the motion with all safety committee members in favor and the motion carried.

OLD BUSINESS:

- No old business to discuss.

NEW BUSINESS:

- With zero (0) accidents reported since the last Safety Committee meeting on January 14, 2026, the Workman's Compensation Report (Exhibit A) and the Report of Injury Forms (Exhibit B) were not reviewed.
- Helen Walker noted an employee of Metz, the district's food service provider, was injured since the last safety committee meeting on January 14, 2026. Metz will distribute workmans compensation procedures/forms to each of the district's buildings.
- Safety Inspection Checklists from each of the district's buildings were reviewed with the following being noted:
 - Broad Street Elementary School:
 - Handrails in stairways and on ramps are not securely fastened. Les Zang note this will be addressed when weather permits.
 - There are areas with holes and obstructions that might cause tripping and falling accidents. Areas of concern are not noted but will be addressed when weather permits according to Les Zang.
 - Exterior lighting is not adequate and in good operating condition.
 - Railings do not seem to be in good condition.
 - Center Avenue Community School:
 - Floor scrubber is not working. Les Zang will check with the building for repairs being needed.
 - Elevators are not maintained and serviced on a regular schedule.
 - Center Township Elementary School:
 - Two (2) large overhead lights are out in the main hallway. Dave Mariotti noted this has been repaired.
 - Workorder (#8965709) has been placed for exterior hand railing that is rusted out. Les Zang noted railings will be repaired when weather permits.

- McQuiston Elementary School:
 - Holes in cement in the front of the school are tripping hazards. Work order has been submitted and will be addressed when weather permits according to Les Zang.
- Northwest Elementary School:
 - A leaking ceiling near electrical exit sign, and when the snow begins to melt, this will be a hazard. Dave Mariotti noted the leaking should trip the breaker to the sign.
- Senior High School:
 - A file cabinet and boxes are between lockers on the 100-200 wing ramp obstructing aisles. According to Les Zang, the area has been cleared for the most part. Direction for placement is needed regarding cabinets which safety glasses are stored in.
 - Some classrooms are not being cleaned regularly.
 - Currently a lower 100 wing door is being repaired.
 - Fire extinguishers in the 200 wing, upper and lower 400 wing, and 300 wing have not been checked for January. Les Zang will verify who is to be checking the extinguishers each month.
 - Broken floor tiles are needing replaced to which Les Zang noted this was addressed during the last week in January.
 - Recommendation was noted to place non-skid mats at the auditorium entrance.
- Post meeting note: Emily Brittain's Workplace Safety Inspection checklist was received the day of the Safety Committee meeting but post meeting time being held. Noted was a work order submitted for Doors 1, 3, and 5 that do not latch when the door is closed. Also noted is that this has been resolved but requires daily monitoring. Ellen Scott shared the checklist with Les Zang for further inspection of the doors.
- Safety Committee members reviewed the January, 2026, Risk Control and Safety Services Newsletter from UPMC WorkPartners. Noted in the newsletter:
 - General slip, trip and fall prevention tips which include:
 - Keeping floors clean and dry.
 - Participating in regular housekeeping.
 - Ensuring there is proper lighting in stairwells and hallways.
 - Discussing tasks with your team to determine the safest means of doing so.
 - Ensuring staff are properly trained on any equipment that is needed to utilize.
 - Provide staff with a means of reporting hazards.
 - Winter weather fall prevention tips:
 - Remember, ice and snow mean take it slow.
 - Wear slip-resistant footwear whenever the possibility of slips/falls are present.
 - Report any untreated areas that need to be addressed to the proper personnel at your company.
 - Slip, trip and fall prevention, equipment and resources include.
 - Using pop-up tents and signs on wet floors.
 - Use spill kits containing paper towels, tear away floor pads, collapsible mop, and gloves.

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- Next Safety Committee meeting: Wednesday, March 11, 2026, @ 7:30 AM at the Administration Building.
 - Dave Andrews motioned to adjourn the meeting and was seconded by Helen Walker. All members were in favor; the motion carried.