

BUTLER AREA SCHOOL DISTRICT Safety Committee

A G E N D A

July 8, 2026

7:30 A.M.

**Harriger Educational
Services Center**

- ❖ Call to Order
- ❖ Roll Call
- ❖ Approval of June 10, 2026 Meeting Minutes
- ❖ Old Business
- ❖ New Business
 - Review current Workman's Compensation Report (Exhibit A)
 - Review current Report of Injury forms (Exhibit B)
 - First Quarter Newsletter (Exhibit C)
- ❖ Miscellaneous Items
- ❖ Next Meeting
 - August 12, 2026
- ❖ Adjournment



**BUTLER AREA SCHOOL DISTRICT
WORKPLACE SAFETY COMMITTEE
INSPECTION & MEETING MINUTES
JUNE 10, 2026**

ROLL CALL

Members Present Virtually: Dave Andrews and Chad Broman.
Members Present: Melissa Evans, Helen Walker, and Les Zang.
Members Absent: Kristen Clouse, Breit Cochran, and Dave Mariotti.
Recording Secretary: Ellen Scott
Guests Present: Ryan Benton (Risk Control Professional, UPMC WorkPartners) and Shannon Drischler (Account Manager-Workers' Compensation UPMC WorkPartners).

- Les Zang opened the Safety Committee meeting and welcomed all members in attendance.
- Helen Walker motioned for approval of the May 13, 2026, meeting minutes. Dave Andrews seconded the motion. All Safety Committee members were in favor and the motion carried.

OLD BUSINESS:

- Les Zang confirmed the six (6) new floor scrubbers were received but were returned to the vendor as they were not the specific model ordered.

NEW BUSINESS:

- Safety Committee Members reviewed the Workman's Compensation Report since the last Safety Committee meeting on May 13, 2026. There was one (1) reported accident to which treatment was sought but did not result in a loss of work time from the accident.
- Safety Committee Members reviewed the Report Of Injury form for the accident; no corrective action is needed.
- Helen Walker reported there was one accident last month at Summit Elementary School involving a Metz Culinary Management Company employee. The accident did result in loss of work days.
- Bids will be requested for concrete work throughout the district according to Les Zang.
- From the May Workplace Safety Inspection Checklist:

Broad Street Elementary School:

- Railings need secured to which Les Zang noted this will be addressed over the summer months.
- Front and back steps to the dock area have holes to which cement projects will be addressed over the summer months once a company is determined from the bid request.
- Light bulbs need changed on the exterior lights.

Center Avenue Community School:

- The stage elevator continues to be out of service. Ellen Scott will follow up with Vince DiMenno for a contact to reach out to for repair.

Center Township Elementary School:

- Cement outside loading dock is very cracked and broken which could cause tripping hazard. Principal Tanya Lewis has discussed with Les Zang and a work order has been submitted. Cement projects will be addressed over the summer months once a company is determined from the bid request.

Northwest Elementary School:

- The front steps need anti-slip strips placed onto them. Les Zang noted the anti-slip strips peel off easily and is not a permanent fix such as using an anti-slip paint.
- The fence by the playground ramp needs repaired.

Summit Elementary School:

- Chad Broman noted the concrete on the sidewalks should be addressed this summer through capital projects to which Les Zang confirmed.
- Work orders for outside lights are in the FMX system for addressing.

Senior High School:

- Even with it being the end of the year, the building is noted as being dirty which will be shared with the Metz custodial supervisors.
- The new lighting has brightened up the building.
- During monthly fire drills, exits are noted as being blocked.
Post meeting note: Ellen Scott followed up with Doug Ford at the Senior High School and clarification was noted as the building uses school police to block the exits during fire drills. The exits are not actually blocked from being accessed.
- Some spray bottles are not labeled to which will be noted to the Metz custodial supervisors.

- The May, 2026, Risk Control and Safety Services Newsletter from UPMC WorkPartners discussed Workplace Safety Inspections. Noted in the newsletter:
 - The purpose of workplace safety inspections is to identify potential hazards so they can be corrected before an injury occurs.
 - Performing inspections include observing processes, interviewing employees, and reviewing records.
 - Once findings and recommendations are identified, they should be reported and followed up on. Management should be made aware of the issues. Responsibility should be assigned to be completed or implemented.
 - Inspection documentation should include:
 - The name(s) of the employee(s) conducting the inspection.
 - The date the inspection occurred.
 - What was inspected.
 - What was reviewed during the inspection.
 - Hazards identified (use photos where possible).
 - Items corrected during the inspection.
 - Findings and recommendations.
- Ryan Benton, Risk Control Professional, UPMC WorkPartners, has offered to present safety training to the district's custodial/maintenance staff. Ellen Scott will share with Dr. Brian White and Kristen Clouse.
- Shannon Drischler, Account Manager-Workers' Compensation UPMC WorkPartners, has offered to present training to the building principals on how to complete workmans' compensation forms. Recommendation was for the training to be done at a Principal's Meeting at the start of the 2026/2027 school year and would take approximately 15 minutes.

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- Next Safety Committee meeting: Wednesday, July 8, 2026 @ 7:30 AM at the Administration Building.
 - Melissa Evans motioned to adjourn the meeting and was seconded by Helen Walker. All Safety Committee members were in favor and the motion carried.