

BUTLER AREA SCHOOL DISTRICT Safety Committee

A G E N D A

October 14, 2026

7:30 A.M.

**Harriger Educational
Services Center**

- ❖ Call to Order
- ❖ Roll Call
- ❖ Approval of September 9, 2026 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 18, 2026
- ❖ Adjournment



**BUTLER AREA SCHOOL DISTRICT
WORKPLACE SAFETY COMMITTEE
INSPECTION & MEETING MINUTES
SEPTEMBER 9, 2026**

ROLL CALL

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

Members Present: Helen Walker and Tina Herdlein.

Members Absent: Breit Cochran.

Recording Secretary: Ellen Scott

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

- Ellen Scott opened the Safety Committee meeting and welcomed all members who were in attendance.
- Helen Walker motioned for approval of the August 12, 2026, meeting minutes. Dave Andrews seconded the motion; all safety committee members were in favor and the motion carried.

OLD BUSINESS:

- From the May Workplace Safety Inspection Checklists:

Summit Elementary School:

- The workorder submitted to replace bulbs outside the building has not been completed as of the date of this meeting per building principal Chad Broman. Dr. John Wyllie will discuss a resolution to complete the workorder with Andy Fair (Metz Culinary & Facilities Management).

NEW BUSINESS:

- Tina Herdlein, Maintenance Secretary, was welcomed as a new member of the Safety Committee. Tina replaces Melissa Evans who previously served on the committee. The Safety Committee is in need of a custodial/maintenance representative to replace Dave Mariotti.
- Ellen Scott shared one (1) accident was reported on Tuesday, September 8, 2026. This was the only accident reported since the last Safety Committee meeting on August 12, 2026. Ellen noted the accident did require treatment but there was no loss of work time. The Workman Compensation Report (Exhibit A), or the Report of Injury Form (Exhibit B), were not reviewed for the accident. These will be provided for review at the October 14, 2026 Safety Committee meeting.
- Helen Walker noted fans are needing to be cleaned in the Senior High School kitchen. Tina Herdlein noted there are two (2) quotes that have been received for the cleaning. Dr. John Wyllie requested Tina forward the quotes to Heather Bonzo, Director of Finance and Operations.
- Smoke detector requirements in school buildings will need clarified.
- The September UPMC WorkPartners Risk Control & Safety Newsletter, Emergency Preparedness, was shared with the Safety Committee. The newsletter reviewed the topic of being prepared for an emergency with the following being noted:
 - September is National Preparedness Month.
 - Steps to better preparedness:
 - Know your risks.
 - Make a plan.
 - Build an emergency kit.

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- Next Safety Committee meeting: Wednesday, October 14, 2026, at 7:30 AM at the Administration Building.
 - Helen Walker motioned to adjourn the meeting and was seconded by Chad Broman. All members were in favor; the motion carried.