



PLEASANT VALLEY SCHOOL DISTRICT

Brodheads ville, Pennsylvania 18322



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Minutes

Workplace Safety Committee

Safety is No Accident

Thursday, October 6, 2011

8:30 AM

2nd Floor Admin Conference Room

Attending: **Chris Fisher** **Dirk Yaharas** **Pat Kutzler** **Rodney Green**
 Bonnie Grammes **Bev Hofford** **Ken Newman** **Rich Hicks**

Visitors: **Terri Saia, PMA Rep** **Mark Allison, Middle School Teacher**

- I. Meeting called to order at approximately 8:31 am.
- II. Visitor Mark Allison was introduced.
 1. Chris gave brief overview of committee goals.
- III. Minutes of September meeting approved.
- IV. Old Business
 1. Lifting workshop/training for cafeteria employees set with Terri Saia for December.
 2. Rich Hicks will set up training for custodians.
 3. Brief discussion on legal aspects of posting signs throughout the district
 - a. Terri Saia suggested seeking legal council before posting any.
 - b. Are playgrounds age specific?
 - c. Issue could arise when closing Chestnuthill Elementary and moving Growing Place day care from high school area to Chestnuthill next year.
 - d. Terri will send us recommendations for signs.
 - e. Suggested we write to playground equipment manufacturer for their recommendations
 - f. We will check with Ohio Casualty reps.
 4. Need to address the Christmas decorations in building
 - a. Lights will not be permitted.
 - b. Artificial trees are combustible????
 - c. Use LED lights instead?
- V. New Business
 1. Review of September Injury Reports
 - a. 8/25/11 – PVI teacher bent over to sign in, hurt lower back
 - No lost time; medical sought

- Supervisor completed accident form.
 - Supervisor requested that sign-in desk be replaced with podium so no one has to bend over to sign in.
 - Committee agreed with supervisor recommendation.
- b. 9/1/11 – HS custodian moving equipment hurt thumb
- No lost time; medical sought
 - Moving pitching machine from girls' locker room.
 - Supervisor completed accident report.
 - First time performing this duty.
 - Committee recommended person ask for help when performing heavy task – teamwork reinforcement.
 - Committee also recommended that appropriate coach be asked to move athletic equipment.
- c. 9/7/11 – PVI librarian had front door beam fall on her arm.
- No lost time; no medical sought
 - Supervisor completed accident report.
 - Cause of accident unknown.
 - Beams are removable.
 - Supervisor called maintenance to repair beam for better fit – repair completed.
 - Committee agreed with supervisor's recommendation.
 - Will include inspection of door beams in building inspections.
- d. 9/15/11 – Cafeteria employee burned arm on hot metal tray
- No lost time; no medical sought
 - Supervisor completed accident report.
 - Taking pan from oven; pan slipped and was “caught” by employee's arm.
 - Employee wearing safety mitts.
 - Supervisor recommended employee continue to wear long mitts and be more careful when handling hot pots and pans.
 - Committee agreed with supervisor's recommendations.
- e. 9/22/11 – MS Nurse slipped on wet floor in her office, bruised hand, hip, shoulder
- No lost time; no medical sought
 - Supervisor completed accident report.
 - Custodian had mopped floor; nurse didn't realize was still wet
 - Nurse wearing proper footwear
 - Supervisor recommended being certain floor was dry before walking on it in the future.
 - Committee questioned whether “Wet Floor” signs had been in place in that area after floor was mopped and will check with custodial supervisor for information on this.
- f. 9/22/11 – PVI Teacher knocked over in hallway by student exiting cafeteria; hurt hand, arm, elbow, hip
- No lost time; no medical sought
 - Supervisor completed accident report.
 - Student did not see teacher.
 - Teacher (para) discussed importance of safety with student.
 - Supervisor felt appropriate action was taken.

- Committee agreed with action taken.
- g. 9/22/11 – MS teacher walked across dark room (library computer room) to turn light on, fell on rolled up mat, hurt knees
 - No lost time; no medical sought
 - Supervisor completed accident report.
 - Supervisor recommended mat be removed from room and stored in more appropriate place.
 - This was done.
 - Supervisor recommended that light switch be changed to wall next to room entrance door.
 - Request to maintenance to change light switch.
 - Committee agreed with supervisor recommendations.
 - Committee recommended that motion sensor light be put in.
 - Three committee members and claims rep followed up with on-site inspection on 10/6/11 following committee meeting:
 - Rich Hicks, Rodney Green, Mark Allison, Terri Saia
 - Wiring for switch change already finished; switch will be changed in next day or two.
 - Motion sensor light to be installed in near future.
- h. 9/29/11 – Security employee walking on stairs, hurt knee
 - No lost time; medical sought
 - Supervisor completed accident report.
 - Stairs checked; no defects noted.
 - Proper footwear was worn by security employee.
 - Supervisor recommended caution when walking on stairs and to utilize handrails.
 - Committee agreed with supervisor recommendations.
- 2. Other discussion
 - a. Poster contest information to go to principals.
 - Posters from contest to be used in buildings
 - Principals will choose them.
 - b. Custodian training suggestion by Terri Saia—safe way to shovel snow
 - c. Webinar training opportunities
 - 10/20/11 for support staff supervisors, Howard Scott, Mark Meinhart, Tony Pierri on “Effective Accident Investigations”
 - Will be mandatory
 - Bev will register them and send them an email notice.
 - Bev to send email notice to committee members inviting them to attend.
 - 11/16/11 for certification training for new committee member, Mark Allison
 - Bev will register Mark and send email notice to him.
- VI. Adjournment at 9:11 am
- VII. Next meeting is Thursday, November 3, 2011, 8:30 am, administration building 2nd floor conference room.