



PLEASANT VALLEY SCHOOL DISTRICT

Brodheads ville, Pennsylvania 18322



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SUSAN H. FAMULARO
Business Manager

Minutes

Workplace Safety Committee

Safety is No Accident

Thursday, November 3, 2011

8:30 AM

2nd Floor Admin Conference Room

Attending:	Dirk Yaharas Bev Hofford	Pat Kutzler Rich Hicks	Elke Reeves Mark Allison
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- I. Meeting called to order at approximately 8:33 am.
- II. Minutes of October meeting approved.
- III. Old Business
 1. Poster contest information has been distributed.
 2. Snow shoveling training for custodians
 - a. Rich Hicks to speak with Howard Scott to set up
 3. Need to address the Christmas decorations in building
 - b. Have principals passed information to faculty?
 - c. What will not be permitted?
 - d. Does Committee need to put out guidelines?
 - Chris Fisher
- IV. New Business
 1. Review of October Injury Reports
 - a. 10/14/11 – MS Teacher coming down 2 step ladder, missed step, fell, hurting lower back
 - No medical – no lost time
 - Supervisor recommended getting “spotter” and assistance when using step ladder.
 - Committee agreed with supervisor’s recommendations.
 - Accident avoidable if more care were taken.
 - b. 10/18/11 – HS PPA sat on chair attached to desk, leg broke, fell back and hit head and hurt back
 - No medical – no lost time
 - Supervisor recommended checking desks and chairs for defects in the legs and removing them from the classroom.
 - Committee agrees with supervisor recommendation.

- c. 10/18/11 – PVI Cafeteria employee stepped back, caught shoe on floor tile and fell backward
 - No medical – no lost time
 - Supervisor completed report and recommended employee be more aware of surroundings.
 - Committee recommended that more time and care be taken when doing this job.
 - Time of day could have been a contributing factor (11:50 AM) – lunches being served
 - Employee rushing to complete job
- d. 10/21/11 – PVE Cafeteria employee loading dishwasher, cut hand on sharp knife
 - Medical needed – lost time – employee required stitches in hand
 - Accident report completed by assistant principal
 - Assistant principal advised that supervisor should complete these reports in future.
 - Employee’s hands wet and knife slipped.
 - No supervisor recommendations.
 - Time of day could have been a contributing factor (12:30 PM) – lunches being served.
 - Employee rushing to complete job.
 - Committee recommended slowing down pace.
- e. 10/22/11 – HS Custodial employee pulling chair rack, fell and sprained wrist and ankle
 - Medical needed – lost time
 - Employee still on medical leave.
 - Supervisor completed report.
 - Accident occurred while moving chair rack with another custodian on other end of rack.
 - Employees couldn’t see each other but were aware of each other’s presence on ends of rack.
 - Lack of visual with each other could have helped contribute to accident.
 - Persons moving chair racks need to be more aware of the movements of the other person while doing this job. Slow down and take more time to do job.

V. Adjournment at 8:54 am

VI. Next meeting is Thursday, December 1, 2011, 8:30 am, administration building 2nd floor conference room.