



PLEASANT VALLEY SCHOOL DISTRICT

Brodheadsville, Pennsylvania 18322



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Assistant to the Superintendent for
Professional & Support Services

SUSAN H. FAMULARO
Business Manager

Minutes

Workplace Safety Committee

Safety is No Accident

Thursday, December 1, 2011

8:30 AM

2nd Floor Admin Conference Room

Attending:

Pat Kutzler	Bev Hofford	Chris Fisher
Bonnie Grammes	Dirk Yahraes	Mark Allison
Elke Reeves	Ken Newman	

- I. Meeting called to order by Chris Fisher at approximately 8:30 am.
- II. Motion to approve minutes of October meeting made by Ken Newman; second by Elke Reeves; approved.
- III. Old Business
 1. Christmas decorations
 - a. Principals have been asked to scale down.
 - b. Don't expect to completely change
 - c. Goal is to get better each year.
 - d. Chris suggested we do building inspection of each building prior to Christmas break, esp. PVE
 - This will be done.
 - New form to be developed for these inspections. (Chris/Bev)
 - Discussion will take place at January meeting.
- IV. New Business
 1. Survey for loose wires in every building by custodial staff
 - a. Contact Howard Scott to set up for report by January meeting.
 2. Review November Injury Reports
 - a. 10/31/11 – Middle School Cafeteria employee lifting case of celery onto shelf, case slipped, fell on left wrist – no medical, no lost time
 - Supervisor completed investigation report.
 - Suggested to employee to let item fall to floor to prevent injury.
 - Committee agreed with supervisor's recommendation.

- b. 11/2/11 – Middle School monitor breaking up fight between students fell, hurt neck, arms, back – no medical; no lost time
 - Building principal completed accident report.
 - Supervisor suggested training.
 - Committee agreed with supervisor recommendation.
 - Training is ongoing in all buildings.
 - c. 11/7/11 – High School cafeteria employee pinched finger in handle of pan; medical sought; no lost time
 - Employee's finger accidentally was caught in handle and was pinched.
 - Supervisor completed accident report and recommended employee be more careful when handling equipment.
 - Committee agreed with recommendation.
 - d. 11/17/11 – Middle School cafeteria employee got hand caught between door and highboy in freezer; no medical; no lost time
 - Supervisor completed accident report.
 - Supervisor recommended employee prop freezer door open until highboy is moved from the freezer to prevent accident from happening again.
 - Committee agreed with supervisor's recommendation.
 3. Ken Newman asked if winter safety posters could be done.
 - Bev will check into that.
 4. Chris suggested to Dirk that the security employees make note of any dark outside areas that they patrol so that we could see that they are lighted before winter.
- V. Adjournment at 8:48 am
- VI. Next meeting is Thursday, January 5, 2012, 8:30 am, administration building 2nd floor conference room.