



PLEASANT VALLEY SCHOOL DISTRICT

Brodheads ville, 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, May 3, 2012

8:30 AM

Administration Board Rooms A/B

Attending:	Bev Hofford Elke Reeves	Bonnie Grammes Chris Fisher	Rodney Green	Ken Newman
Visitor:	Gordon Smoko, PMA Risk Manager Josh Krebs, PVE Principal			

- I. Meeting called to order at approximately 8:58 am.
 - 1. Some committee member's arrival delayed due to previous meeting they attended.
- II. April minutes approved by motion from Ken Newman and seconded by Bonnie Grammes – motion carried
- III. Old Business
 - 1. Safety posters
 - a. Remove winter related posters from building – Bev to send email to principals
 - b. New posters to be printed soon
 - c. Supplies ordered but have not arrived
 - d. Will be ordering more supplies for summer work, esp. ear protection for maintenance and custodial personnel
 - 2. High School Inspection Report – Rodney Green
 - a. Checked overhead screen that fell on teacher in February – secure
 - b. Custodial staff in every building asked to periodically check all overhead screens
 - Howard Scott informed
 - c. Noted that no GFI outlet at the sink in the faculty lounge
 - d. Perhaps noted on the breakers if a GFI outlet
 - Rodney will check
 - Breakers should be labeled.
 - 3. Josh Krebs requested to be informed of our building inspections.
 - a. Would like to accompany us/coordinate SAFE Team's inspections with ours
 - b. Bev will send him our agendas and minutes.

IV. New Business

1. April Injury Reports

- a. 4/11/12 – High School cafeteria worker smashed finger between racks while moving them in stock room – no medical – no lost time
 - Injury report completed by supervisor
 - Supervisor recommended being more aware of job being done and to take more time and be more careful.
 - Committee agreed with supervisor's recommendation.
 - Try to make employees more aware of their surroundings and job they are doing
- b. 4/12/12 – PVE teacher tripped over extended wheel on bulletin board roller cart – no medical – no lost time
 - Injury report completed by supervisor.
 - Supervisor sent teacher to school nurse to be examined.
 - Supervisor instructed custodian to move all bulletin board roller carts inside closest LGIAs.
 - Emailed all staff that roller carts were moved inside LGIA
 - Committee supported supervisor's recommendations and actions.

V. Discussion

1. Confined space training

- a. Gordon offered to set up whatever training we need.
- b. Rodney suggested a video training due to time constraints during this summer.
- c. Decision to do training in July
- d. Will check into videos offered on PMA Webservice

VI. Adjournment at approximately 9:35 am.

VII. Next meeting is Thursday, June 7, 2012, 8:30 am, administration 2nd floor conference room.