



PLEASANT VALLEY SCHOOL DISTRICT

Brodheads ville, Pennsylvania 18322



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Minutes

Workplace Safety Committee

Safety is No Accident

Thursday, September 8, 2011

8:30 AM

2nd Floor Admin Conference Room

Attending: **Chris Fisher** **Dirk Yaharas** **Pat Kutzler**
 Bonnie Grammes **Bev Hofford** **Ken Newman**

Visitors: **Terri Saia, PMA Rep** **John Gress, HS Principal**

- I. Meeting called to order at approximately 8:37 am.
- II. Old Business
 - 1. Outstanding building inspection reports and follow up reports will be done.
 - a. Will check with Rich Hicks
 - 1. High School for 3/7/11
 - 2. Chestnuthill for 4/7/11
 - 3. Polk for 5/23/11
- III. New Business
 - 1. Review of August Injury Reports
 - a. 8/3/11 – Polk Elementary School custodian had a laceration to finger
 - 1. No lost time.
 - 2. Medical assistance was sought.
 - 1) Supervisor will be contacted.
 - 2) Supervisor recommendations and reasons for accident needed
 - b. 8/11/11 – PVI secretary slipped on loose gravel while walking in parking lot
 - 1. Hurt ankle and scraped knee
 - 2. No medical
 - 3. No lost time.
 - 4. Supervisor completed report.
 - 1) Maintenance supervisor contacted and visited site
 - 2) Cinders were cleaned from parking lot
 - 3) Duties of maintenance crews and custodial crews reviewed
 - 4) Secretary was wearing proper footwear.

- c. 8/17/11 – bookkeeper moved to new workspace resulting in development of numerous ENT and respiratory issues
 1. Supervisor completed report.
 2. Medical sought
 3. No lost time.
 4. Air Quality testing done and results are pending.
 5. Duct work visibly dirty
 6. Recommend duct work be cleaned if necessary depending on air quality test results.
- d. 8/24/11 – Polk P/T PPA laceration to face while pulling chair pieces apart
 1. Supervisor completed report.
 2. Medical sought
 3. No lost time
 4. Employee was assembling chair brought from home.
 5. Employee was reminded that non-district purchased furniture not permitted
 6. Recommended that person request custodians to help with furniture assembly
- e. 8/24/11 – PVE secretary caught leg on desk chair and lost balance falling and bruising leg
 1. Supervisor completed report.
 2. No medical sought.
 3. No lost time.
 4. Previous medical condition causing some balance issues
 5. Supervisor recommended person be more careful when standing up.
 6. Terri Saia recommended that supervisor remind person not to do any lifting or carry anything until balance is fully restored.
 7. Supervisor will be contacted to relay that recommendation.
- f. 8/31/11 – Middle School F/T PPA walking down hall, fell, hurt knee
 1. Supervisor completed report.
 2. No medical
 3. No lost time.
 4. No apparent structural or environmental cause for accident
 5. Supervisor recommended employee be more careful in future.
2. Training for safe lifting techniques
 1. Terri Saia will do
 2. Discussed with Bonnie Grammes and group
 3. Should be no more than 1 hour
 4. Bonnie will contact Chris Fisher with a date.
3. Wall coverings discussed
 1. For non-sprinkler building only 20% of wall can be covered
 2. Keep items away from exit or access areas.
 - 1) Doors
 - 2) Windows
 - 3) Windows in doors
 - 4) Door side lights
 3. Objects hung from ceilings should be kept at a minimum.
 4. Christmas decorations will be addressed in each building this year as a pro-active measure.
4. Review claims charts
 1. State takes 3 year average

2. Pleasant Valley's claims have been reduced by more than 27% for claims and 55% for cost.
3. Will probably take until July of 2013 for district to see decrease in premium cost if reduction continues for remainder of this year (2011)
4. Terri recommended we announce the gains in these reductions by making announcements and listing them on the front of our meeting minutes.

IV. Old Business

1. Safety signs for playgrounds, etc
2. Terri Saia suggested a graphic design or wood shop project
3. Cautioned us to seek legal counsel before putting up any signs

V. Adjournment at 9:31 am

VI. Next meeting is Thursday, October 6, 2011, 8:30 am, administration building 2nd floor conference room.