



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, January 3, 2013

8:30 AM

Administration 2nd Floor Conference Room

Attending:	Bev Hofford	Chris Fisher	Elke Reeves	Rodney Green
	Bonnie Grammes	Marie D'Amato	Ken Newman	Scott Campbell
Visitor:				

- I. Meeting called to order at approximately 8:34 am.
- II. December meeting minutes approved by motion from Marie D'Amato and second by Bonnie Grammes.
- III. Old Business
 - 1. First Aid Training
 - a. Sessions could be 1.5 hours and SDIC can set up for us.
 - b. Topics to be determined
 - c. Bev will contact SDIC to implement
 - 2. New member possibly Ms. Shannon Mackes, high school science teacher
 - a. Ken and Chris will call to invite her to join the committee.
 - 3. New building inspection forms
 - a. Bev will send copies to Scott Campbell
 - 4. Committee annual recertification training
 - a. Bev will try to set up for March
 - b. May hold monthly meeting just prior to training
 - 5. Polk / PVI building inspections – tabled until February meeting
 - a. District Safe Team member to be included
 - 6. Discussion
 - a. Need to set a schedule for building inspections
 - b. Follow up necessary
 - c. Will schedule an inspection just prior to February meeting – Chris, Rich
- IV. New Business
 - 1. Review December injury reports

- a. 12/6/12 – HS teacher cut right thumb with utility knife while repairing piece of equipment; medical sought; no lost time
 - ✓ Supervisor completed Accident Report.
 - ✓ Supervisor reinforced safety procedures.
 - ✓ Committee felt this was a preventable accident.
 - ✓ Discussion
 - Was utility knife best instrument to be using when performing this procedure?
 - Always cut away from body.
 - Committee felt supervisor should have added recommendations.
 - Committee will follow up with supervisor and copy response to Marie D’Amato.
- b. 12/18/12 – Administration receptionist/secretary getting up from desk; shoe stuck to floor and she fell against table; medical sought; no lost time
 - ✓ Supervisor completed accident report.
 - ✓ No recommendations.
 - ✓ Floor not wet.
 - ✓ Shoes were proper for job.
 - ✓ Committee had no recommendations.
- c. 12/20/12 – security officer checking middle school bathroom slipped on puddle on floor and injured elbow and shoulder; medical sought; no lost time
 - ✓ Building principal completed accident report.
 - ✓ Custodian was called to clean up water.
 - ✓ Supervisor recommended cleaning up puddles of water when found.

2. Discussion

- a. Marie reported that a long-term disability person was ready to return to light duty.
- b. Current need for more monitors
 - ✓ Chris will recommend to Mr. Fadule for this person
- c. Committee requested accident report for 2012 grouped by building, department, and type of injury giving a better picture of weak areas to be addressed
 - ✓ Marie will do report.

V. Meeting adjourned at approximately 8:56 am.

VI. Next meeting is Thursday, February 7, 2013, 8:30 am, administration 2nd floor conference room.