



PLEASANT VALLEY SCHOOL DISTRICT

Brodheads ville, Pennsylvania 18322



DOUGLAS C. ARNOLD, Ph.D
Superintendent of Schools

Telephone: (570) 402-1000 / Fax: (570) 992-7275
www.pvbears.org

ANTHONY A. FADULE
Assistant Superintendent for
Personnel/General Administration

CAROLE M. GEARY
Assistant Superintendent for
Curriculum & Instruction

CHRISTOPHER J. FISHER
Assistant to the Superintendent for
Professional & Support Services

SUSAN H. FAMULARO
Business Manager

Minutes

Workplace Safety Committee

Safety is No Accident

Thursday, October 4, 2012

8:30 AM

Administration 2nd Floor Conference Room

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

- I. Meeting called to order at approximately 8:33 am.
- II. September meeting minutes approved; motion by Rodney Green, second by Bonnie Grammes.
- III. Old Business
 - 1. Winter wear needs
 - a. Check with Rich Hicks and Howard Scott - Bev
 - 2. Memo for Workers Compensation reporting process
 - a. Chris/Ken to discuss at next Superintendent's Council meeting (10/9/12)
 - b. Email to all staff – Chris Fisher
 - c. Supervisors, principals to remind staff to read it
 - d. Staff without email access to get copies
 - 3. Accident Investigation Form
 - a. Needs to be completed by injured employee's supervisor and sent to Marie D'Amato as soon as possible
 - 4. Bus drop off behind admin building resolved.
 - a. drop off moved to front of middle school
 - 5. Confined space training
 - a. Set for October 8, 2012 for half maintenance crew
 - b. Second date to be set for remainder of crew – Rodney Green/Rich Hicks
- IV. New Business
 - 1. September injury reports
 - a. 9/10/12 – MS Cafeteria worker – no medical – no lost time
 - i. Opened can with electric opener, turned to put food into pan, cut little finger on edge of open can
 - ii. Report completed by supervisor.

- iii. Supervisor recommended worker use protective glove used when cleaning the slicer and step back before turning to empty can.
 - iv. Committee agreed with supervisor recommendation.
 - b. 9/24/12 – PVE Custodian – medical sought – lost time
 - i. Strained back while trying to stop box of food from falling; box came apart.
 - ii. Report completed by supervisor.
 - iii. Supervisor recommended wearing weight belt and using proper lifting techniques; don't try to catch heavy objects; let them fall.
 - iv. Committee agreed with supervisor recommendations.
 - c. 9/24/12 – PVE Teacher – no medical sought – no lost time
 - i. Tripped over electrical cord and fell injuring lower back and left knee
 - ii. Supervisor completed injury report but made no recommendations.
 - Chris Fisher will speak with supervisor regarding recommendations.
 - iii. Cord was exposed on floor in front of classroom.
 - iv. Committee will investigate incident further.
 - v. Committee recommends—
 - Ceiling mount for Elmo machine
 - Until mount is ready, use duct tape to secure cord to floor
 - d. 9/25/12 – PVE Custodian – no medical sought – no lost time
 - i. Cut left thumb while cleaning under chairs with scraper
 - ii. Accident Investigation Report not completed.
 - iii. Employee didn't report to supervisor.
 - iv. Injury was reported to SDIC and report from SDIC sent to Marie D'Amato.
 2. Discussion on loose cord issue in classrooms
 - i. Investigation done last school year.
 - ii. Many corrections were made.
 - iii. Will be mentioned to principals at Superintendent's Council meeting, 10/9/12
 - iv. Issue will be reinvestigated in all buildings after a reasonable time in which corrections can be made.
 3. Discussion on workers compensation long-term process
- V. Meeting adjourned at approximately 9:08 am.
- VI. Next meeting is Thursday, November 1, 8:30 am, administration 2nd floor conference room.