



PLEASANT VALLEY SCHOOL DISTRICT

Brodheads ville, Pennsylvania 18322



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Minutes

Workplace Safety Committee

Safety is No Accident

Thursday, November 8, 2012

8:30 AM

Administration 2nd Floor Conference Room

| | | | | |
|-------------------|-----------------------|---------------------|--------------------|-------------------|
| Attending: | Bev Hofford | Chris Fisher | Elke Reeves | Rich Hicks |
| | Bonnie Grammes | Rodney Green | Ken Newman | |
| Visitor: | | | | |

- I. Meeting called to order at approximately 8:37 am.
- II. October meeting minutes approved.
- III. Old Business
 - 1. Winter wear needs
 - a. Not certain about custodial needs; Rich will check with Howard Scott
 - 2. Confined space training
 - a. Half maintenance crew trained on October 8, 2012 – Rodney Green
 - i. Training well done
 - ii. Tailored training to PV particular needs
 - b. Second date to be set for remainder of crew either November 16, 19, or 21/2012
- IV. New Business
 - 1. October injury reports
 - a. 10/2/12 – PVI Paraprofessional tripped over student, fell backwards injuring right hip, shoulder and knee
 - i. Custodian checked floor which was dry.
 - ii. Possibly tripped over student backpack strap
 - iii. Surgery and rehab needed – lost time – employee still out of work
 - iv. Supervisor completed accident report – no recommendations
 - v. Employee given SDIC insurance packet.
 - vi. Committee discussed need to keep student books and other personal items off floors.
 - vii. Committee will follow up to check on recovery progress of employee.
 - b. 10/4/12 – PVE teacher reaching to keep student from falling; student’s teeth accidentally glazed teacher’s wrist – no medical sought – no lost time

- i. Adaptive PE student – no aide assigned – uses walker but teacher told not needed for PE
 - ii. Skin not broken – only slight abrasion
 - iii. Mr. Newman, Polk School (Acting) Principal, completed accident report. Accident occurred at PVE but teacher returned to Polk before reporting incident.
 - iv. Mr. Newman explained to teacher that incident should have been reported to PVE principal as incident/injury occurred in that building.
 - v. Employee given SDIC insurance packet.
 - vi. Mr. Newman recommended that aide be assigned this student for PE and for student to be able to use walker during PE program.
 - vii. Mr. Newman will discuss his recommendations with PVE principal.
 - viii. Committee agreed with Mr. Newman's recommendations.
- c. 10/8/12 – PVI teacher injured right knee participating in aerobic exercise – medical sought – lost time
- i. Supervisor completed accident report. No recommendation listed.
 - ii. Incident occurred during assigned in-service activity for special area teachers.
 - iii. Teacher given SDIC insurance packet, obtained claim number, set up doctor appointment, contacted PV insurance contact person, Marie D'Amato.
 - iv. Committee recommended that teacher should do warm up exercise prior to demonstrating aerobic exercise.
 - v. Committee will follow up on recovery progress.
- d. 10/16/12 – PVE P/T Paraprofessional fell when walking down stairs injuring head, left shoulder, both arms, right upper leg, and back – medical sought – lost time
- i. Supervisor completed accident report.
 - ii. Supervisor recommended holding on to handrail.
 - iii. Committee agreed with supervisor recommendation.
 - What kind of shoes?
 - iv. Committee will follow up with Marie D'Amato to see if employee has returned to work.
- e. 10/18/12 – PVI Paraprofessional tripped over student's personal belongings on floor injuring upper back and right shoulder – medical sought - no lost time
- i. Supervisor completed accident report and recommended that student belongings not be put on floor of classroom.
 - ii. Committee agreed with supervisor recommendation.
 - iii. Injured employee did not complete workman's compensation paperwork.
 - iv. Chris will follow up with PVI principal regarding completion of workman's compensation paperwork.
 - v. Committee member will check with Marie D'Amato if workman's compensation paperwork was submitted.
- *Committee discussion followed regarding the problem of student books and other personal items being placed on classroom floor. Chris Fisher will address this problem with principals.
- f. 10/22-24/12 – PVI teacher taking personal belongings from desk fell into metal shelving unit when turning around and aggravated a prior injury to ribs – medical sought – lost time
- i. Supervisor completed accident report – no recommendations.
 - ii. Committee questioned whether floor was clear; type of shoes worn

- iii. Chris Fisher will follow up with supervisor and readdress at December committee meeting
 - iv. SDIC insurance packet given to employee.
 - g. 10/24/12 – Middle School substitute para grabbed door handle and lost grip falling backward – no medical sought – no lost time
 - i. Supervisor completed accident report. Recommended using more care when reaching for door handle; taking more time to focus.
 - ii. Committee agreed with supervisor recommendations.
 - iii. Employee offered SDIC insurance packet but declined to complete workman's compensation process.
 - iv. Follow up with Marie D'Amato to check on whether paperwork was eventually completed.
 2. Committee discussion regarding procedure when injured employee refuses to complete workman's compensation paperwork.
 - i. Request that they complete a waiver.
 - Check with SDIC about waiver.
 - Check with Marie D'Amato regarding legality of employee being asked to sign a waiver.
- V. Rodney Green mentioned that maintenance personnel need 2 more safety masks. They will be ordered.
 1. Need 2 more radio ear protectors – will be ordered with masks
- VI. Committee Discussions
 1. *reference New Business, Item e
 2. Loose wires in classroom
 - i. Loose wires noticed inside/outside room 9 at PVI
 - Rodney and Rich will check on this.
 - ii. Chris Fisher will speak with PVI principal, Todd VanNortwick.
 3. Building inspection will be done at PVI prior to meeting next month (December 6, 2012) and at Polk Elementary after meeting.
 4. Rich Hicks questioned election schedule – will check By-laws
- VII. Meeting adjourned at approximately 9:30 am.
- VIII. Next meeting is Thursday, December 6, 2012, 8:30 am, administration 2nd floor conference room.