



PLEASANT VALLEY SCHOOL DISTRICT

Brodheads ville, Pennsylvania 18322



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Minutes

Workplace Safety Committee

Safety is No Accident

Thursday, December 6, 2012

8:30 AM

Administration 2nd Floor Conference Room

Attending:	Bev Hofford	Chris Fisher	Elke Reeves	Rich Hicks
	Bonnie Grammes	Marie D'Amato		
Visitor:				

- I. Meeting called to order at approximately 8:37 am.
- II. November meeting minutes approved.
- III. Old Business
 - 1. Custodial winter gloves
 - a. Not going to purchase; can be purchased through department budget
 - 2. Confined space training completed; report tabled until next month (Rodney Green)
 - 3. Check of loose wires done
 - a. PVI – some Christmas lights hanging from ceiling but not turned on – Rich will check on those.
 - b. PVE and Polk will be checked today.
 - c. Chris said overall situation much better than last year.
- IV. New Business
 - 1. First aid training to be scheduled beginning with security personnel.
 - a. Bev will check on length of sessions.
 - b. More discussion next meeting.
 - 2. Discussion on action possible for employee refusing to complete Workman's Comp paperwork
 - a. Marie submits all reports even if employee doesn't complete WC paperwork.
 - b. Supervisor responsible to push having the paperwork completed
 - c. WC information is not kept in personnel files.
 - d. Committee not comfortable with district taking disciplinary action.
 - 3. Invite new member
 - a. Chris will ask Shannon Mackes, science teacher at high school

- b. Feeling of committee good to have science division represented on committee due to hazardous materials in that department
4. New guidelines from SDIC
 - a. Recommend meeting every 6 months; committee will continue to meet each month
 - b. Recommend only 9 committee members; committee will exceed that by 1 or 2
 - c. Recommend not necessary to be state certified; committee will continue to get state certified
5. Discussed building inspection form from SDIC
 - a. Committee will include HAZCOM section on PVSD building inspection form.
 - b. Check the MSDS list during all building inspections.
 - c. Fire alarms checked each month and fire drills conducted each month
 - d. All buildings able to report to 911
6. Recertification training to be scheduled in spring (March?)
 - a. Bev will check on SDIC training and State-based training; report next meeting
7. Review November injury reports
 - a. 11/8/12 – reported 10/26/12 – MS cafeteria employee pulled pan from steamer without tipping lid to remove hot water and spilled water down front of body – no medical – no lost time
 - o Preventable accident
 - o Supervisor completed injury report.
 - o Supervisor spoke with employee; discussed proper procedures to follow in this situation
 - o Committee agreed with supervisor actions.
 - b. 11/15/12 – JCM Administrator slipped on wet spot (later determined to be spit) at bottom of landing injuring right knee, hip and lower back – medical sought – no lost time
 - o High School principal completed injury report.
 - o Principal met with custodian to reinforce monitoring/cleaning procedures.
 - o Committee agreed with principal's actions.
 - c. 11/16/12 – PVE secretary walking over grassy area up a hill to parking lot, slipped and fell injuring right wrist, knee and left hand – medical sought – lost time
 - o Preventable accident
 - o Supervisor completed accident report and met with employee.
 - o Grass wet and slippery
 - o Supervisor recommended not walking on grassy hill but to take stairs and use handrails
 - o Signs in immediate area regarding not walking up hill but to use stairs
 - o Committee agreed with supervisory recommendations.
 - d. 11/27/12 – Security employee involved in traffic accident on snow covered road sustaining abrasion on left knee – no medical sought – no lost time
 - o Employee unable to avoid accident as oncoming vehicle hit him
 - o Supervisor completed accident report.
 - o Supervisor recommended to try to limit travel on snow/ice covered roads
 - o Committee agreed with supervisory recommendation.
 - e. 11/28/12 – PVE custodian slipped on ice in dark outside area while putting trash in dumpster twisting right foot – no medical – no lost time
 - o Supervisor completed accident report and met with employee.

- Supervisor recommended checking on walking conditions after bad weather before going to dumpster
 - Supervisor noted light not on and reported it to custodian
 - Committee will follow up on lighting area (Chris) and where dumpster is placed (Rich)
 - f. PVI building inspection completed last month; Rich will send report to Bev.
 - g. Polk building inspection scheduled for next week; Rich will send report to Bev.
 - h. Marie reported that 3 employees are still out on medical leave.
 - None are eligible to come back on light duty yet.
- V. Meeting adjourned at approximately 9:29 am.
- VI. Next meeting is Thursday, January 3, 2013, 8:30 am, administration 2nd floor conference room.