



# 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, February 7, 2013

8:30 AM

Administration 2<sup>nd</sup> Floor Conference Room

|                   |  |                      |                    |                       |
|-------------------|--|----------------------|--------------------|-----------------------|
| <b>Attending:</b> | <b>Bev Hofford</b>                                     | <b>Chris Fisher</b>  | <b>Elke Reeves</b> | <b>Shannon Mackes</b> |
|                   | <b>Bonnie Grammes</b>                                  | <b>Marie D'Amato</b> | <b>Ken Newman</b>  | <b>Scott Campbell</b> |
|                   | <b>Rich Hicks</b>                                      |                      |                    |                       |
| <b>Visitor:</b>   | <b>Erica Walters, Polk Elementary School Principal</b> |                      |                    |                       |

- I. Meeting called to order at approximately 8:33 am.
- II. January meeting minutes approved by motion from Bonnie Grammes and seconded by Marie D'Amato.
- III. Old Business
  - 1. First Aid Training
    - a. Decision as to which departments/dates?
    - b. Maintenance, custodian, technology
  - 2. Recertification training – March 7, 2013, 9:30 – 12:00 following our meeting
  - 3. Committee responsibilities overview for new member, Shannon Mackes
  - 4. Polk/PVI building inspections done
    - a. Polk
      - ✓ Eye wash station installed at boiler room.
      - ✓ Cleared furniture from boiler room.
      - ✓ Wires on library floor.
        - Maintenance crew installed pole to hold wires.
      - ✓ Door hinges replaced.
      - ✓ Boxes removed from elevator room.
    - b. PVI
      - ✓ Boiler room to be cleaned
      - ✓ Cleared out elevator room.
      - ✓ Electrical closet/room cleaned out.
      - ✓ Christmas lights removed from floor of classroom.
- IV. New Business

1. Postponed high school inspection for this morning – will be rescheduled by Rich Hicks
2. Future building inspections
  - a. March 5, 2013 – PVE @ 7:30 am
  - b. April 4, 2013 – MS @ 7:30 am
  - c. May 1, 2013 – Operations Facility @ 7:30 am
  - d. June 3, 2013 – PVI @ 7:30 am
  - e. In event of an emergency occurring, building inspection/walk through would be done immediately
3. Building inspection follow up
  - a. Invite building principal to inspection walk through and then to next committee meeting for follow up and discussion
4. Erica Walters questioned removal of cinders from sidewalks
  - a. Committee recommended asking custodian to clear them as soon as not needed
5. Review of January Injury Reports
  - a. 1/8/13 – Security officer slipped on ice/snow, fell on his side
    - ✓ Rear sidewalk entrance of high school
    - ✓ No medical sought/no lost time
    - ✓ Supervisor completed report and recommended taking more care when walking on slippery areas.
    - ✓ Committee agreed with supervisor recommendation
  - b. 1/9/13 – PVI paraprofessional had student scream into right ear causing partial hearing loss and buzzing in ear
    - ✓ Supervisor completed injury report.
    - ✓ Workman’s Compensation packet given by Supervisor
    - ✓ 6<sup>th</sup> grade upstairs hallway
    - ✓ Employee saw school nurse.
    - ✓ No lost time.
    - ✓ No recommendations.
  - c. 1/9/13 – PVI cafeteria employee cut finger slicing cucumbers.
    - ✓ Employee saw school nurse.
    - ✓ No lost time.
    - ✓ Supervisor completed injury report.
    - ✓ Supervisor recommended employee use protective gloves and be more careful.
    - ✓ Committee agreed with supervisor’s recommendations.
  - d. 1/17/13 – Middle school cafeteria employee fell and hit lower right leg while getting supplies off shelf in freezer causing cuts, scratches and bruising.
    - ✓ Employee saw school nurse.
    - ✓ No lost time.
    - ✓ Supervisor completed injury report.
    - ✓ Supervisor recommended employee ask for help when getting supplies off shelves; use buddy system
    - ✓ Committee agreed with supervisor’s recommendations.
  - e. 1/23/13 – High school custodian lost balance while moving railing away from bleachers, fell injuring upper thigh, stomach, shoulders and neck.
    - ✓ No medical sought.
    - ✓ No lost time.
    - ✓ Supervisor completed injury report.

- ✓ Supervisor recommended taking more time and making certain to keep feet flat on the seats when removing rails.
  - ✓ Committee member explained that there isn't an option to have 2 people do this job as there isn't enough room for 2 people in that area.
  - f. 1/24/13 – High school cafeteria employee injured lower back when lifting heavy crate of milk.
    - ✓ Medical sought.
    - ✓ Lost time.
    - ✓ Supervisor completed injury report.
    - ✓ Supervisor recommended employee ask for help with this job.
    - ✓ Supervisor requested more carts be made available for this job so crates aren't stacked too high.
    - ✓ Committee agreed with supervisor's recommendations.
  - g. 1/29/13 – High school monitor slipped on step and fell injuring lower back and left hand.
    - ✓ No medical sought.
    - ✓ No lost time.
    - ✓ JC Mills stairwell by cafeteria
    - ✓ Supervisor completed injury report.
    - ✓ Stair had wet substance on it.
    - ✓ Supervisor recommended to check stairs for wet spots and requested that custodians be more diligent in making sure steps are dry.
    - ✓ Committee agreed with supervisor's recommendations.
  - h. 1/30/13 – PVE teacher tripped and fell while walking down stairs injuring both knees and right arm.
    - ✓ No medical sought.
    - ✓ No lost time.
    - ✓ Supervisor completed injury report.
    - ✓ Teacher was rushing down steps.
    - ✓ Supervisor recommended taking more time, being more careful.
    - ✓ Committee agreed with supervisor recommendations.
  - 6. Review of 2012 Accident Report tabled until March 7 meeting.
- V. Discussion
1. Many injuries occurring due to employees rushing and not taking time when performing duties.
  2. Posters to address the issue will be made.
  3. Suggestion by Chris to call SDIC and give them the dates of the building inspections to see if someone from SDIC could come up to accompany the committee members on them – Bev will contact SDIC representative.
  4. Shannon Mackes asked for clarification of the recertification training.
  5. Marie announced upcoming SDIC sponsored training on the liability procedures – all committee members are welcome to attend and need to get back to Marie by April 15. First seminar is 4/19.
- VI. Meeting adjourned at approximately 9:03 am.
- VII. Next meeting is Thursday, March 7, 2013, 8:30 am, administration 2<sup>nd</sup> floor conference room.