



# PLEASANT VALLEY SCHOOL DISTRICT

Brodheads ville, Pennsylvania 18322



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**SUSAN H. FAMULARO**  
Business Manager

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## Minutes

### Workplace Safety Committee

*Safety is No Accident*

Thursday, March 7, 2013

8:30 AM

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

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**Attending:**                      **Bev Hofford**                      **Chris Fisher**                      **Elke Reeves**                      **Shannon Mackes**  
   **Bonnie Grammes**                      **Marie D'Amato**                      **Ken Newman**                      **Scott Campbell**

**Visitor:**

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- I. Meeting called to order at approximately 8:35 am.
- II. February meeting minutes approved by motion from Ken Newman and seconded by Marie D'Amato.
- III. Old Business
  1. First Aid Training
    - a. Need medical coverage for night / weekend employees
    - b. Schedule training for maintenance / custodian dept in 2<sup>nd</sup> week of June
      - ✓ Custodian 2 sessions
    - c. Security done.
  2. High school inspection rescheduled to September.
  3. Building inspection follow up report
    - a. Need copy of SDIC (Rich Hicks has one.)
    - b. Customize for us.
  4. April SDIC liability insurance procedure seminar
    - a. Marie and Bev will attend.
- IV. New Business
  1. March 5 PVE inspection/walk through
    - a. Chris and Rich accompanied by SDIC rep
    - b. SDIC recommendations
      - ✓ Eye wash stations recommend at least 15 minutes of flushing ability
      - ✓ Recommend rearrange items in some storage areas
    - c. Need our inspection report completed (Rich Hicks)
  2. Review February Injury Reports
    - a. 2/4/13 – HS para slipped on snow covered walkway, fell straining back
      - ✓ No medical; no lost time

- ✓ Supervisor completed accident report.
  - ✓ Recommended area be cindered
  - ✓ Committee agreed with supervisor recommendation.
  - b. 2/5/13 – HS wrestling coach demonstrating new move was jabbed in left eye by student
    - ✓ No medical sought; no lost time
    - ✓ Accident report from insurance company
    - ✓ Will be asking athletic director and/or principal to complete district accident report
  - c. 2/5/13 – business office employee lost balance and fell in admin lobby injuring right rib/chest area and left hand
    - ✓ Medical sought; no lost time
    - ✓ Slight unevenness in floor
    - ✓ Accident report completed by supervisor but not signed.
    - ✓ No recommendations.
  - d. 2/13/13 accident report submitted – accident occurred 1/24/13 – Middle school teacher tripped over a box on floor and fell into pile of boxes behind her desk injuring left elbow and hip.
    - ✓ No medical sought; no lost time
    - ✓ Supervisor completed accident report.
    - ✓ Supervisor recommended not placing boxes on floor behind desk
    - ✓ Committee discussed various reasons why boxes placed there but recommendation same as supervisor
  - e. 2/14/13 – Polk health room tech reaching to place book on high shelf injured right arm/shoulder
    - ✓ Medical sought; lost time
    - ✓ Accident report completed by supervisor but not signed.
    - ✓ Send report to supervisor for signature.
    - ✓ Committee recommended not storing item out of reach
  - f. 2/21/13 – PVE custodian possible spider bite when shoveling ash into bin – lower right arm red, swollen, and hot to the touch
    - ✓ Medical sought; no lost time
    - ✓ Accident report completed by employee.
    - ✓ No supervisor signature.
    - ✓ Report will be sent back to supervisor for signature.
    - ✓ Committee recommendation to check bin before shoveling
  - g. 2/27/13 – High school monitor struck in face above lip by student swinging wooden hall pass
    - ✓ Medical sought; no lost time
    - ✓ Supervisor completed accident report.
    - ✓ Supervisor addressed student regarding misuse of hall pass.
    - ✓ Supervisor recommended teacher and student take more care when handling hall pass.
    - ✓ Committee agreed with supervisor recommendation.
    - ✓ Committee discussed changes to hall passes.
3. Discussion
- a. How to mark uneven areas in floors
    - ✓ Possibly tape to mark spot?
  - b. Changes to hall passes
    - ✓ Committee recommended making them smaller and uniform throughout building

- ✓ Shannon Mackes to meet with high school principal to discuss committee recommendations

V. Meeting adjourned at approximately 9:03 am.

VI. Recertification training at 9:30.

VII. Next meeting is Thursday, April 4, 2013, 8:30 am, administration 2<sup>nd</sup> floor conference room.