



PLEASANT VALLEY SCHOOL DISTRICT

Brodheads ville, Pennsylvania 18322



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Minutes

Workplace Safety Committee

Safety is No Accident

Thursday, July 12, 2012

8:30 AM

Administration 2nd Floor Conference Room

Attending: **Bev Hofford** **Richard Hicks** **Ken Newman**
 Scott Campbell **Elke Reeves** **Marie D'Amato**

Visitor: **Cheryl M. LaPotin, Executive Director, School Districts Insurance Consortium**

- I. Meeting called to order at approximately 8:40 am.
- II. June meeting minutes approved by motion from Ken Newman and seconded by Scott Campbell – motion carried.
- III. Introduction of Ms. Cheryl LaPotin, Executive Director, representing the new worker's comp insurance carrier, School Districts Insurance Consortium (SDIC)
- IV. Old Business
 1. Confined space training
 - a. Discussion with Cheryl
 - i. Step 1 - trainer meet with someone from maintenance department on site to see what the specific requirements would be
 - ii. Step 2 – set up on-site training for specific needs and conditions at PV
 - iii. Perhaps schedule on a fall in-service day
 - iv. Rich Hicks and Rodney Green will coordinate with SDIC.
 2. New insurance carrier information
 - a. SDIC Safety Packets handout
 - b. Safety packet review and discussion
 - c. Rich Hicks suggested that this packet be reviewed with all staff at opening day meeting.
 - i. Susan Famularo? Chris Fisher?
 - ii. Question to clarify liability risks for transporting accident victim for medical care brought up by Scott Campbell.
 - iii. If an emergency or potential life-threatening accident always call 911.
 - iv. If the accident is considered non-life threatening victim can be transported in a district-owned vehicle for medical attention.

- v. Transporting an accident victim in a personal vehicle opens up a possibility for a liability claim or lawsuit.

V. New Business

1. June Injury Report

- a. PVE custodian lifting heavy boxes, strained muscle in back – no medical sought – no lost time
 - i. Building principal completed accident report.
 - ii. Discussed cautions with custodian and head custodian
 - Take some items out of boxes before moving/lifting
 - iii. Committee members agreed with principal's suggestion but added that person should ask for help with heavy lifting/moving; do some stretching before attempt to lift heavy, cumbersome items.

VI. A motion for adjournment was made by Elke Reeves and seconded by Rich Hicks. Meeting adjourned at approximately 9:30 am.

VII. Next meeting is Thursday, August 2, 2012, 8:30 am, administration 2nd floor conference room.