



PLEASANT VALLEY SCHOOL DISTRICT

Brodheads ville, Pennsylvania 18322



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Business Manager

Minutes

Workplace Safety Committee

Safety is No Accident

Thursday, September 13, 2012

8:30 AM

Administration 2nd Floor Conference Room

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

- I. Meeting called to order at approximately 8:35 am.
- II. August meeting minutes were reviewed.
- III. Old Business
 - 1. Discussion – Confined space training
 - a. Will plan training for in-service day, October 8
 - i. Preliminary visit from insurance rep to take place prior to training
 - ii. Bev to contact Cheryl LaPortin to set up visitation and training.
 - 2. Winter safety footwear for custodians
 - a. Rich will check with Howard Scott for shoe grippers.
- IV. New Business
 - 1. Information should be communicated to all staff regarding the steps to be taken to complete paperwork for worker's compensation injury.
 - a. Memo to be sent to all principals, supervisors, directors – Chris/Bev
 - 2. Transporting injured persons in personal vehicles
 - a. Lengthy discussion
 - b. Should not be done
 - i. Try to reach family member for transport
 - ii. For injury requiring immediate medical attention call 911 for ambulance
 - c. Memo to be sent to all principals, supervisors, directors on steps to take – Chris/Bev
 - 3. Discussion on report back to work after injury
 - a. Chris will check with Mr. Fadule on the process.
 - 4. Bus drop off in administration parking lot at Middle School
 - a. Situation is being addressed.
 - b. Different scenarios will be tried before final decision.

5. Backboards – Scott Campbell
 - a. Use of back boards would require training.
 - b. Could injure person further if not properly done
 - c. Would be liability issue for district
 - d. Committee agreed that back boards would not be practical for district use.
6. Signs throughout district about searching bags, backpacks, etc. – Scott Campbell
 - a. Not a WSC issue
7. Review August Injury Reports
 - a. 8/2/12 – PVE Custodian – no medical – no lost time
 - i. Employee injured leg while moving horseshoe shaped table
 - ii. Report completed by supervisor
 - iii. Supervisor recommended that table be placed on skate cart to move.
 - iv. Committee agreed with supervisor recommendation.
 - b. 8/16/12 – PVE Secretary – no medical – no lost time
 - i. Employee hanging sign in cafeteria rested hands on rolling cart and fell to hands and knees when cart moved.
 - ii. Committee will request more clarification/information from supervisor.
- V. Meeting adjourned at approximately 9:14 am.
- VI. Next meeting is Thursday, October 4, 8:30 am, administration 2nd floor conference room.