



PLEASANT VALLEY SCHOOL DISTRICT

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Superintendent of Schools

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Assistant to the Superintendent

SUSAN H. FAMULARO

Business Manager

**Minutes
Workplace Safety Committee
Safety is No Accident
Thursday, October 3, 2013
8:30 AM**

PV Intermediate School Multi-purpose Room

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

Visitor: **Lynn Courtright, Security Officer**
 Todd VanNortwick, PVI Principal

- A. Meeting called to order at 8:35 am.
- B. September meeting minutes approved by motion from Scott Campbell and seconded by Ken Newman; motion carried.
- C. Old Business
 - 1. First Aid Training
 - a. Will be done for coaches on October 14, 2013 during in service day and again in summer
 - b. Secretaries will be set up at a later date.
 - 2. De-escalation training for secretaries/front desk personnel
 - a. Haven't found suitable format but Bev checking various potential training opportunities
- D. New Business
 - 1. Safety Walk through at PVI
 - a. Cafeteria
 - Refrigerator electrical cord in cafeteria wrapped with tape will need replacement; Bonnie Grammes will take care of it.
 - b. AV Room
 - Tiles wet from condensation.
 - Lots of "junk" – projectors, old TVs
 - Room filled to capacity.
 - Try to sell items; give to another building?
 - Todd will make list to take to Board of Ed for approval to dispose of them.
 - c. Tech Room

WSC Meeting Minutes

10/3/13

- Old computer keyboards
 - Room filled to capacity.
 - Need to clean out.
 - Recycle?
 - Speak to Howard Scott and Todd Van Nortwick.
 - Elke will check on this.
- d. Identifier for roof access requested by local fire department.
- Needs to be reflective to be seen in darkness.
 - Placards/signs like ones used at HS for fire extinguishers?
 - Clear area around access for ladders, etc.
- e. Electrical room
- Air conditioner not working.
 - Very warm in the room.
 - Howard Scott will speak with Alex Sterenchock about this problem.
- f. Storage Rooms
- Ceiling tiles have water damage.
- g. Classrooms
- Christmas lights in some classrooms.
 - Personal lamps
 - Todd to put out a reminder about this problem.
- h. Hallway/Exit Areas
- 2nd floor exit area railings
 - Overhang
 - Concern about students falling over them.
 - High traffic area during dismissal.
 - Make something so railings are higher? Plexiglass? No.
 - How high to make it—1-2 feet?
 - Double railing? Not enough room for that.
 - Do in all buildings?
 - Need to check all buildings to see if/where other problems exist.
 - Same issue exists at HS science wing and at JCM steps
2. In-house Emergency calls
- a. In-house emergency numbers, 4111, 2111, 3111, etc do not show up on phone as an emergency.
- b. These numbers usually not used for medical emergencies.
- c. Scott checked with Rocco who told him that it couldn't be done on our system.
- d. 911 calls do show up.
- e. Install one phone in every main office just for inside emergency calls?
- Would be used only for that purpose
 - Use distinct ring tone
 - Send notification to administrators' phones
3. Crisis Teams
- a. New PA law that districts must do more with building Crisis Teams.
- b. Vulnerability analysis for each building.
4. Fire Drills
- a. Should be done at different times during the day.
- b. Lunch times especially difficult.
- c. Establish who is responsible for students if drill called during a lunch period.
5. Workman Comp Claims
- a. Everyone must go through the process.

WSC Meeting Minutes

10/3/13

- b. If staff person refuses, administrator completes paperwork and documents that staff person refused to do.
6. September Injury Reports
 1. 9/30/13 – administration bldg. administrator bumped head on cart; medical sought; no lost time; accident actually happened on 8/7/13 but employee didn't complete paperwork at that time.
 - ✓ Waiting for accident report from supervisor.
 2. 9/27/13 – High school (JCM) teacher struck in arm and torso and had chair pushed at her by student when asked to give cell phone to teacher; medical sought; no lost time.
 - ✓ Supervisor completed accident report.
 3. 9/25/13 – Cafeteria worker at middle school received leg laceration when broken tray slide disconnected and landed on her shin. First aid administered; no lost time.
 - ✓ Supervisor completed accident report.
 - ✓ Maintenance called to fix tray slide.
 - ✓ Howard Scott will be asked to check on all building tray slides.
 4. 9/9/13 – High school custodian, while wheeling full garbage cart, backed up to allow another person to pass, had wheel of cart run over her right toe. Medical sought; no lost time but still taking physical therapy.
 - ✓ Supervisor completed accident report.
 - ✓ Supervisor recommended more awareness while doing tasks.
 - ✓ Supervisor spoke to entire staff about awareness while doing their jobs.
 5. 9/3/13 – Asst. Supervisor for Special Ed, slipped on wet floor in JCM hallway G outside library injuring left wrist, elbow and knees. Medical sought; not lost time.
 - ✓ Supervisor completed accident report.
 - ✓ No wet floor signs displayed at time of accident.
 - ✓ Sump pump switch accidentally bumped and turned off.
 - ✓ Wire grid installed over switch as temporary fix.
 - ✓ Announcement made in building indicating area of concern.
 - ✓ Floor dried.
 - ✓ Sump pump was rewired; back up pump to be installed.
 - ✓ Questioned use of wax product but were assured by custodial supervisor that problem will not present itself again.
7. Adjournment was approximately 9:20 am.
8. Next meeting will be on November 7, 2013 at Polk Elementary School Library, 8:30 am. Building safety inspection will begin at 7:00 am. Participants will meet in the main entrance lobby.