



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, November 7, 2013
8:30 AM
Polk Elementary School Library

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

Visitor: **Erica Greer, Polk Principal**
 Jim Serfass, Polk Head Custodian

- A. Meeting called to order at 8:35 am.
- B. October meeting minutes approved by motion from Scott Campbell and seconded by Marie D’Amato; motion carried.
- C. Old Business
 - 1. First Aid Training
 - a. Coaches first aid training completed on October 14, 2013.
 - b. May do second group during the summer of 2014
 - 2. De-escalation training for secretaries/front desk personnel
 - a. Tentative proposal from SkillPath for basic de-escalation, dealing with angry people, some customer service techniques
 - b. Committee agrees that topics to be covered are good.
 - c. May invite office/front desk personnel from surrounding school districts.
 - d. Training on January 20, 2014 for morning session and afternoon session.
 - 3. In-house Emergency Calls
 - a. Have phones.
 - b. Haven’t decided where to place them.
 - c. Seem to work on cell phones but not regular phone system
 - 4. Crisis Teams
 - a. Vulnerability analysis?
 - b. Each building holds monthly meetings.
 - 5. Fire Drills during lunch periods

WSC Meeting Minutes

11/7/13

- a. Especially needed at HS.
- b. Accountability of students?
- c. Use assigned spots?
 - Won't work for all lunches @ HS.
 - If lunch gets cold will district have to reserve hot lunches?
 - Lunch room monitors need student lists for each lunch period.
- d. Run drill at HS at end of last lunch period; monitor for problem areas.

D. New Business

1. Safety Walk through at Polk
 - a. All problem areas from last safety walk through have been addressed and cleared up.
 - b. No new problem areas to report.
2. October Injury Reports
 1. 10/3/13 – PVI teacher kicked in leg by angry student.
 - ✓Medical sought; no lost time.
 - ✓Report completed by building principal.
 - ✓Staff member refused to put in workman's comp claim.
 - ✓Seen by school nurse; no visible mark on leg.
 - ✓No recommendations.
 - ✓Return to building principal for more information.
 2. 10/4/13 – PVI security person twisted ankle while walking down steps; fell down 3 steps.
 - ✓Medical sought; no lost time.
 - ✓Report completed by building supervisor.
 - ✓Recommend being more careful.
 - ✓Misplaced step; proper shoes worn.
 - ✓Steps clear; no loose concrete.
 3. 10/8/13 – PVE custodian bitten on left arm by spider.
 - ✓Medical sought; no lost time.
 - ✓Report completed by supervisor.
 - ✓Moving old desks in boiler room
 - ✓Supervisor recommended keeping boiler clean and swept.
 - ✓Committee agrees with supervisor recommendation.
 4. 10/10/13 – High School cafeteria worker dropped case of French fries on left forearm and wrist.
 - ✓Medical sought; no lost time.
 - ✓Supervisor completed accident report.
 - ✓Boxes wet due to rain when delivered; fell apart.
 - ✓Employee tried to keep boxes from falling.
 - ✓Supervisor recommended letting product fall to floor rather than trying to catch boxes.
 - ✓Committee agrees with supervisor recommendation.
 5. 10/11/13 – Polk teacher slipped and fell on wet floor in hallway outside cafeteria; injured tailbone and left leg.
 - ✓Medical sought; no lost time.
 - ✓Building supervisor/principal completed report.
 - ✓Floor wet sign was posted on wet floor.
 - ✓Teacher hurrying to class.
 - ✓Supervisor made no recommendations.
 6. 10/15/13 – Administration secretary tripped and fell on way to workstation.
 - ✓No medical; no lost time.
 - ✓Asst. to Superintendent completed accident report.
 - ✓Slight rise, which is not visible, in one area of hallway where person tripped; others have tripped in that area before.
 - ✓Perhaps place color tape over spot as an alert to high spot on floor.

WSC Meeting Minutes

11/7/13

- ✓ Committee agrees that some sort of warning should be placed on that area.
 - ✓ Follow through needed.
7. 10/15/13 – High School Para slid causing her to fall and injure her left hip, right hand and shoulder.
 - ✓ Medical sought; no lost time.
 - ✓ Report completed by building principal/supervisor.
 - ✓ Noted that shoes she was wearing could have caused her to slip.
 - ✓ No substance on floor that would have caused her to slip.
 - ✓ Supervisor recommended changing her shoes.
 - ✓ Committee agrees with supervisor recommendation.
 8. 10/15/13 – PVI teacher tripped on cardboard box near door of storage room injuring her left arm and right leg.
 - ✓ Medical sought; time lost.
 - ✓ Supervisor/building asst. principal completed paperwork.
 - ✓ No recommendations.
 - ✓ Will follow up. (Rich Hicks)
 - ✓ Trip hazard possible?
 9. 10/30/13 – PVI custodian injured left rib area, lower left arm and hand when white board leaning against wall fell and hit him.
 - ✓ No medical sought; no lost time.
 - ✓ Supervisor completed accident report.
 - ✓ Why white boards in that spot?
 - ✓ Supervisor recommended storing white/black boards in safer place.
 - ✓ Committee agrees with recommendation.
 10. 10/21/13 – High School custodian cut right thumb on sharp object in bag when throwing it into the dumpster.
 - ✓ Medical sought; no lost time.
 - ✓ Supervisor completed accident report.
 - ✓ No way of knowing sharp object was in bag.
 - ✓ No recommendation from supervisor.
 - ✓ Committee recommends memo to all staff stating that sharp objects for trash are to be kept apart from regular trash and to ask a custodian to pick up separately.
 - ✓ Follow up needed.
3. Adjournment was approximately 9:15 am.
 4. Next meeting will be on December 5, 2013 at PVE Lobby Conference Room, 8:30 am. Building safety inspection will begin at 7:30 am. Participants will meet in the PVE main entrance lobby.