



# PLEASANT VALLEY SCHOOL DISTRICT

District Administration Office  
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**CAROLE M. GEARY**  
Superintendent of Schools

**KENNETH NEWMAN**  
Assistant to the Superintendent

**CHRISTOPHER J. FISHER**  
Assistant to the Superintendent

**SUSAN H. FAMULARO**  
Business Manager

**Minutes**  
**Workplace Safety Committee**  
**Safety is No Accident**  
**Thursday, February 6, 2014**  
**8:30 AM**  
**Middle School Office Conference Room**

**Attending:**    **Ken Newman**                      **Chris Fisher**                      **Bev Hofford**                      **Elke Reeves**  
                         **Scott Campbell**                      **Bonnie Grammes**

**Visitor:**            **Rocco Seiler, Middle School Principal**

- A. Meeting called to order at 8:32 am.
- B. January meeting minutes approved by motion from Ken Newman and seconded by Scott Campbell; motion carried.
- C. Old Business
  - 1. Chair straps purchased and being used.
  - 2. 500 chairs purchased.
  - 3. Annual pre-certification committee training scheduled for March 6, 2014; district office, 2<sup>nd</sup> floor conference room – trainer, Scott Stohrer, SDIC
  - 4. Technology working on E-911 system.
  - 5. Building/internal 911s ready; doesn't include nurse phone
- D. New Business
  - 1. Discussion
    - a. Spring needs
    - b. Purchase additional door mats for each building
      - ✓ Rocco Seiler will give ordering information; sizes
    - c. Protective equipment needs?
      - ✓ Additional radios for night custodians
      - ✓ Spend up to \$6,000; cover all buildings
      - ✓ Base radio from Bev's office for security office?
      - ✓ Extra batteries?
    - d. Incident room in each building being set up.
      - ✓ Doors on incident rooms need to be locked from inside; flip lock
  - 2. January Injury Reports

## WSC Meeting Minutes

2/6/14

- a. 1/5/14 – Middle School monitor injured head, neck, back after falling on icy walkway while walking to building for Saturday afternoon shift (2:45).
    1. No medical sought; no lost time
      - ✓ Saturday so no salting had been done on walkway
    2. Supervisor completed accident report; no recommendations.
  - b. 1/15/14 – Maintenance worker twisted back while working on high school bleachers.
    1. No medical sought; lost time
    2. Supervisor completed accident report.
    3. Supervisor recommended wearing back brace when doing this type of work.
    4. Committee agrees with recommendation.
  - c. 1/15/14 – Substitute custodian, working at Middle School, pulled muscle in back when picking up a box.
    1. Medical sought; lost time
    2. Supervisor completed accident report.
    3. No recommendations.
    4. Committee will follow up with supervisor to check whether a back brace was worn and if substitute custodians are reminded to wear back braces and given instructions on how to properly lift heavy objects.
  - d. 1/31/14 – Security employee fell in parking lot injuring right knee while exiting security vehicle when foot tangled in wires from back seat of vehicle. Wires were not properly placed in vehicle.
    1. No medical sought; no lost time
    2. Supervisor completed accident report; recommended placing wires in proper place and being more careful when exiting vehicle.
    3. Committee agreed with recommendation.
3. Motion for adjournment by Rocco Seiler and second by Ken Newman.
  4. Adjournment at 9:14 am.
  5. Next meeting will be on March 6, 2014 in the Administration Building, 2<sup>nd</sup> floor conference room.
    - ✓ Meeting at 8:30 am; committee training at 9:00 am.

Respectfully Submitted: Beverly Hofford, Secretary