



PLEASANT VALLEY SCHOOL DISTRICT

District Administration Office
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Superintendent of Schools

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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, April 3, 2014
8:30 AM
High School F Hallway Conference Room

Attending: **Chris Fisher** **Bev Hofford** **Scott Campbell**
 Marie D’Amato **Shannon Mackes** **Ken Newman**

Visitor: **John Gress, High School Principal**

- A. Meeting called to order at 8:45 am.
- B. March meeting minutes approved by motion from Marie D’Amato, second by Ken Newman; motion carried.
- C. Old Business
 - 1. Annual precertification training completed 3/6/14.
 - 2. February 11, 2014 injury report follow up: Why it was 2 weeks after the accident before the Accident Report was received in the business office.
 - a. Contacted custodial supervisor, Howard Scott
 - b. Response: He didn’t receive the paperwork from employee until 2/25/14.
- D. New Business
 - 1. Discussion
 - a. Informal audit
 - Will do mid to end of July
 - Bev Hofford to contact SDIC, Kathrine Robinson to schedule
 - 2. March Injury Reports
 - a. 3/10/14 – PVE Paraprofessional tripped on slightly raised area on sidewalk in front of building
 - Medical sought; no lost time
 - ✓ Asst. Principal completed Accident Report
 - ✓ Called maintenance to have them patch the area to try to make it more even.
 - b. 3/13/14 – High School technology employee pinched 3 fingers and thumb in security door while entering the building; very windy day and door caught in gust of wind causing accident
 - Medical sought; lost time
 - Supervisor completed Accident Report. Be mindful of weather conditions.

WSC Meeting

4/3/14

- Discussion regarding need to install mechanical door stop. Will call maintenance.
- c. 3/20/14 – High School teacher slipped and fell when piece of the heel on shoe came off; injuries to right knee
 - No medical sought; no lost time
 - High School Principal completed Accident Report.
 - Recommended that footwear be appropriate and in good condition.
- 3. Set meeting schedule for June 2014 through May 2015
 - a. Schedule
 - June 5, 2014 – Administration Building
 - July 24, 2014 – Administration Building
 - August 7, 2014 – Administration Building
 - September 11, 2014 – Administration Building
 - October 2, 2014 – Facility Operations Building
 - November 6, 2014 – PVE
 - December 4, 2014 – PVI
 - January 8, 2015 – Middle School
 - February 5, 2015 – High School
 - March 5, 2015 – Administration Building
 - April 2, 2015 – Administration Building
 - May 7, 2015 – Administration Building
- 4. High School building inspection report
 - a. Classrooms CC A/B
 - Door jam needs repair.
 - Outlet cover missing; some wires exposed.
 - b. Small (old) gym
 - Obstruction in front of back door.
 - Replace socket.
 - c. Boys' Locker Room
 - Water leak at electrical box.
 - Light covers missing or hanging from ceiling.
 - d. Old auditorium stage
 - Junk on stage needs to be cleared.
 - Old piano needs to be taken out.
(John Gress will send us information on how to dispose of it.)
 - New chairs still sitting in boxes; some belong to elementary building and will be sent there.
 - Poor lighting/dark sections – custodial supervisor will be contacted.
 - e. Band room OK.
 - f. Gym lobby OK.
 - g. Ceiling tiles throughout building need to be checked and some to be replaced.
 - h. Coded lights in gym; locker room; safety light needed?
 - i. Cafeteria glass door need a jam repaired/replaced.
- E. Discussion
 - a. Chris will speak to all principals at the next Administrative Meeting about old items that need to be disposed of in their buildings.
- F. Adjournment at 9:20 am.
 - a. Motion made by Scott Campbell; second by Marie D'Amato.
- G. Next meeting will be on Thursday, May 1, 2014, at PVI in the lobby conference room at 8:30 am. Safety walk through will begin at 7:30 am with participants meeting in the main lobby.

Respectfully Submitted: Beverly Hofford, Secretary