



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, May 1, 2014
8:30 AM
PVI Office Conference Room

| | | | | |
|-------------------|----------------------|-----------------------|-----------------------|-----------------------|
| Attending: | Chris Fisher | Bev Hofford | Scott Campbell | Bonnie Grammes |
| | Marie D'Amato | Shannon Mackes | Ken Newman | Richard Hicks |
| | Rodney Green | Elke Reeves | | |

- A. Meeting called to order at 8:32 am.
- B. April meeting minutes approved by motion from Marie D'Amato, second by Shannon Mackes; motion carried.
- C. Old Business
 - 1. Inspection reports update
 - 2. Informal audit update
 - 3. Date change on 2014-15 meeting schedule
- D. New Business
 - 1. April Injury Reports
 - a. 4/8/14 – Middle School custodian picking up mop bucket to empty injured back and leg.
 - Medical sought; lost time
 - ✓ Custodial supervisor completed Accident Report.
 - ✓ Recommended using back brace.
 - Committee agrees with recommendation.
 - Committee discussion
 - ✓ Can district require use of back braces?
 - ✓ Do reminder posters for lifting and use of back braces.
 - b. 4/15/14 – Access Coordinator at administration building slipped and fell in second floor hallway.
 - No medical sought; no lost time
 - Supervisor completed Accident Report.
 - Employee carrying multiple bags and rushing to office.
 - Slight rise in floor level; can't be seen on approach.
 - Committee discussion.

- ✓ Way to make area more visible?
- ✓ Different color tile?
- ✓ Bigger piece of tile?
 - This idea will be investigated.

- c. 4/23/14 – PVI health/phys. ed. teacher tripped over student while officiating handball game in gym injuring right rib area and middle back.
- Supervisor completed Accident Report.
 - No recommendation.
 - Accident-no follow up.

2. Revised 2014-15 meeting schedule

| Date | Place |
|--|------------------------------|
| June 5, 2014, 8:30 AM | Administration Building |
| July 24, 2014, 8:30 AM | Administration Building |
| August 7, 2014, 8:30 AM | Administration Building |
| September 11, 2014, 8:30 AM | Administration Building |
| October 2, 2014, 8:30 AM Safety Inspection begins @ 7:30 AM | Facility Operations Building |
| November 6, 2014 Safety Inspection begins @ 7:30 AM | PV Elementary School |
| December 4, 2014 Safety Inspection begins @ 7:30 AM | PV Intermediate School |
| January 8, 2015 Safety Inspection begins @ 7:50 AM | Middle School |
| February 5, 2015 Safety Inspection begins @ 7:45 AM | High School |
| March 5, 2015 Safety Inspection begins @ 7:30 AM | Administration Building |
| April 9, 2015, 8:30 AM | Administration Building |
| May 7, 2015, 8:30 AM | Administration Building |

3. PVI building inspection report

- a. Storage area
- Too much in there: old furniture; computers
- b. Parent pick up area
- Cement stairs crumbling
 - Will check after meeting
- c. Receiving area needs to be cleaned out.
- Old classroom chairs
 - Make a plan on what to keep and what to discard.

E. Discussion

- a. Revision to by-laws regarding election of officers.
- Hold elections in January instead of June?
 - Committee members agreed.
 - Revision draft will be done and presented to committee at June meeting.

WSC Meeting

5/1/14

- b. JCM receiving area is too cluttered.
 - Water tank obscured.
 - Inventory needs to be done and decision made for what to keep and what to discard.
 - c. Follow up plan discussed.
 - Suggestion to give building principals a 1-2 month window to get their safety issues cleared up.
 - Too long a period; will be forgotten.
 - Give 2-3 committee members original check list of issues and have them go back in week or two to see if problem has been resolved.
 - ✓ Try this method.
 - d. Discussed fact that many employees unaware of the WSC and what they do.
 - Get more people involved.
 - Establish an annual report?
 - Put article in Superintendent's in-house monthly newsletter.
 - Put article in building in-house newsletters.
- F. Adjournment at 9:09 am.
- a. Motion made by Rodney Green; second by Rich Hicks.
- G. Next meeting will be on Thursday, June 5, 2014, 8:30 am, 2nd floor conference room in district office

Respectfully Submitted: Beverly Hofford, Secretary