



PLEASANT VALLEY SCHOOL DISTRICT

District Administration Office
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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, June 5, 2014
8:30 AM**

Administration Building, 2nd floor conference room

Attending: **Chris Fisher** **Bev Hofford** **Bonnie Grammes**
 Marie D’Amato **Ken Newman** **Elke Reeves**

Visitor: **Josh Krebs, PVE Principal**

- A. Meeting called to order at 8:32 am.
- B. May meeting minutes approved by motion from Marie D’Amato, second by Elke Reeves; motion carried.
- C. Old Business
 - 1. Date change on 2014-15 meeting schedule for July and September; schedules emailed to committee members.
 - 2. Informal audit July 24, 2014.
- D. New Business
 - 1. May Injury Reports
 - a. 5/9/14 – PVE para picking up bag from floor, hit chair causing chair to fall on left foot injuring toes.
 - Medical sought; lost time.
 - Supervisor (Asst. Principal, Roger Pomposello) completed accident report.
 - Recommended more care when lifting, moving items; more aware of surroundings.
 - Committee agrees with recommendation.
 - b. 5/15/14 – Polk para slipped and fell on right side on wet floor injuring right knee, ankle, shoulder and lower back.
 - Medical sought; lost time.
 - Supervisor completed accident report.
 - Wet Floor signs present in cafeteria.
 - ✓ Water ran into hallway; wasn’t seen.
 - Supervisor recommended that Wet Floor sign be placed in hallway outside cafeteria as well as inside cafeteria when mopping.
 - Committee agreed with supervisor recommendation.
 - c. 5/23/14 – HS monitor slipped and fell going down stairs injuring left knee and hand.
 - Medical sought; lost time.
 - Supervisor (building principal, John Gress) completed Accident Report.

WSC Meeting
6/5/14

- No obstruction on stairs.
 - Supervisor recommended keeping aware of placement of feet; checked footwear.
 - Committee agreed with supervisor recommendations.
- d. 5/27/14 – Middle School head cook, while moving milk cooler to clean spilled milk, crushed middle finger between milk cooler and metal door frame.
- No medical; no lost time.
 - Supervisor (Bonnie Grammes, Food Services Director) completed accident report.
 - Supervisor recommended being more aware of surroundings.
 - Committee agreed with supervisor recommendation.
- e. 5/29/14 – HS teacher walking sideways between desk and wall twisting right foot and ankle causing a fall.
- Medical sought; lost time.
 - Accident report not yet submitted.
 - Committee member (Chris Fisher) will contact supervisor (building principal, John Gress) to check on accident report.
 - Will table committee recommendations until July meeting after review of accident report.
2. First reading of draft to By-Laws for revision for election of officers (attachment)

E. Discussion

1. PVI walk through follow up – table until July (Rich Hicks will report.)
2. JCM receiving area follow up – progress being made; not quite done yet.
3. Will use our original check lists for walk through.
4. Agreement to Return to Light Duty Form
 - a. Form currently goes to supervisors/building principals.
 - b. Distribution too limited? Go to administration also? Others?
 - c. Include with workman's compensation forms in beginning of year?
 - d. Marie will email to Superintendent and both Assistants to review.
5. How to get more people involved in WSC?
 - a. Mention at faculty meetings.
 - b. Discuss walk through results for the building at faculty meetings.
 - c. Principals need more information from committee members.
 - d. Short article for monthly building newsletters.
 - This is Trip and Fall Awareness Month type of thing?
 - e. Possibly invite monitor or para to join committee?
 - They are walking throughout buildings and might see safety hazards more readily if they were more aware of workings of WSC.
 - Perhaps put someone in each building "in charge" of monitors and paras to communicate WSC information?
 - f. Committee all agreed that more communication is needed to all staff.
 - g. Put some things in place by September school opening.
 - Short article for building newsletters
 - Information to building principals for faculty meetings
6. Carpet will be installed in the trip area in administration building second floor hall which will hopefully eliminate the problem.
7. Committee members asked to email Bev any facts they recall about the history of the committee for the informal audit on 7/24/14.

F. Adjournment at 9:07 am.

G. Next meeting will be on Thursday, July 24, 2014, 8:30 am, 2nd floor conference room in district office. Meeting will be followed by informal audit at 9:00 am.

Respectfully Submitted: Beverly Hofford, Secretary