



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, July 24, 2014
8:30 AM
Administration Building, 2nd floor conference room

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

Visitor: **Deborah Sandt – business office (replace position for Marie D’Amato)**

- A. Meeting called to order at 8:33 am.
- B. June meeting minutes approved by motion from Marie D’Amato, second by Scott Campbell; motion carried.
- C. Old Business
 - 1. 2nd reading of By-laws changes for Election of Officers
 - a. Motion to approve Rich Hicks, second by Ken Newman; motion carried.
- D. New Business
 - 1. June Injury Reports
 - a. 5/29/14 – High School teacher walking sideway between student desk and wall twisted right foot and ankle.
 - Medical sought; lost time.
 - Supervisor (Principal, John Gress) completed accident report.
 - No recommendations.
 - Committee recommendations –
 - ✓ Reorganize furniture to provide more walking room between desks.
 - ✓ May not be possible but will check on that.
 - b. 6/23/14 – PVE custodian, lifting heavy boxes, injured lower back.
 - Medical sought; lost time.
 - Supervisor (building Asst. Principal, Roger Pomposello) completed accident report.
 - Supervisor recommended asking for help and following other safety procedures.
 - ✓ Supervisor followed up by meeting with custodians and reviewing safe lifting procedures.
 - Committee agreed with supervisor recommendation but added the importance of using safety equipment.
 - c. 7/1/14 – Administrative secretary developed pain in left hand while working on computer and mouse.
 - Medical sought; no lost time.

WSC Meeting
7/24/14

- Supervisor (HR Director, John Burrus) completed Accident Report.
 - Supervisor recommended that secretary not use mouse as frequently by using keyboard.
 - Secretary will continue to wear wrist brace daily and follow up with doctor's recommendations.
 - Committee recommendations –
 - ✓ Computer placed at proper level. (yes)
 - ✓ Keyboard/wrist pad in place. (yes)
- d. 7/3/14 – PVI custodian moving full file cabinet injured right shoulder.
- No medical; no lost time.
 - Supervisor (Custodial Supervisor, Howard Scott) completed Accident Report.
 - Supervisor recommended not moving file cabinets when drawers are full.
 - Committee recommended –
 - ✓ Full drawers to be removed before moving cabinet.
 - ✓ Ask for help.
 - ✓ Wear appropriate safety equipment.
- E. PVI walk through follow up.
1. Steps at parent pick up will be fixed this summer.
 2. Draped extension cord removed.
 3. Cleared blocked doorways.
- F. Discussion
1. Agreement to Return to Light Duty Form
 - a. Changes/additions
 - Section 3:
 - delete word “Unprotected” (Heights) to just “Heights”
 - Employee Supervisor section:
 - Add to instructions for submitting form to Director of Human Resources, John Burrus.
 - Replace Marie D’Amato’s name to Deborah Sandt for the business office
 - b. Pending changes, motion to approve made by Ken Newman and second by Shannon Mackes; motion carried.
 - c. Form currently goes to supervisors/building principals.
 - Place on DocuShare (before end of July)
 - d. Will be included with workman’s compensation forms in beginning of year.
 - e. Revised form will be emailed to all committee members.
 2. Two committee vacancies to be filled.
 - a. Employer (Bonnie Grammes, retired)
 - b. Employee (Marie D’Amato retired)
 - c. Committee actions –
 - Voted unanimously to invite new Food Services Director, Beverly Hendricks to fill Employer vacancy beginning in August.
 - Voted unanimously for Deborah Sandt, Business Office Claims secretary, to fill Employee vacancy beginning in August.
 - d. Training to be set up for new members in August.
 3. How to get more people involved in WSC?
 - a. Mention at faculty meetings.
 - b. Staff liaison for each building?
 - All buildings currently have liaison except PVE.
 - Do “All Staff” email to notify everyone name of each liaison.
 - Forward information to principals to include at district faculty meetings at beginning of the year.
- G. Motion for adjournment at 9:08 am by Ken Newman and second by Marie D’Amato.
- H. Next meeting will be on Thursday, August 7, 2014, 8:30 am, 2nd floor conference room in district office.

Respectfully Submitted: Beverly Hofford, Secretary