

Workplace Safety Committee Meeting Minutes December 6, 2016

- Attendance: Michelle Bloom, Custodian; Rachel Bullock, Teacher; Dale Crans, Maintenance; Wanda Erb, Business Manager; and Kathy VanSchaick, Administrative Assistant.

- Call to Order

The monthly meeting of the Northern Tioga School District Workplace Safety Committee Meeting was called to order by Wanda Erb 2:47 am at the Administrative Building.

- Approval of Minutes

The minutes from the November 7, 2016 Workplace Safety Committee Meeting were approved with no changes.

- Old Business - none

- Discussion Topics

Review of Northern Tioga Claims – none

Review of Walk Through of Cowanesque Valley High School and Westfield Area Elementary Schools – there is a concern with the stairways in the auditorium outside exits. They are full of material and need to be cleaned out. Kathy will notify the building principal of this issue.

Risk Manager – “Holiday Decoration Safety” by Dennis Neubauer was distributed to committee members. Kathy will forward the information to building principals to share with staff.

Annual Safety Training – all committee members participated in the annual safety training which was provided by Mark Nease of CM Regent. Kathy will down load some sample forms for the committee to review at future meetings.

Dale noted that there are two slides at Westfield Area Elementary School playground that have some steps that are rotted out. He is getting information for repairs.

Dale noted that the kitchen at R.B. Walter Elementary/Williamson High School needs walk off mats from the kitchen to outside of the building. There are mats available, however, they are continually being moved outside.

- Next Meeting

The next meeting of the safety committee has been scheduled for January 3, 2016, at 3:15 pm in the Superintendent's office.

➤ Adjournment

A motion to adjourn was made by Kathy VanSchaick, seconded by Wanda Erb to adjourn the meeting. All votes were affirmative. Motion carried. The meeting adjourned at 3:39 pm.