

**Workplace Safety Committee Meeting Minutes**  
**July 6, 2020**

- Attendance: Alyson Yerrick, Administrative Assistant, Jeremy Freeman, Supervisor of Buildings & Grounds, Michelle Bloom, Custodian, and Kathy VanSchaick, Business Manager. Absent: Rachel Bullock, Teacher.

- Call to Order

The monthly meeting of the Northern Tioga School District Workplace Safety Committee was called to order by Kathy VanSchaick at 8:12 am at the administrative building.

- Approval of Minutes

The minutes from the June 15, 2020 Workplace Safety Committee Meeting were approved with no changes.

- Old Business – None

- Discussion Topics

Review of Northern Tioga Claims – None

Other Business:

Committee members reviewed an updated Policy 705 Facilities and Workplace Safety from PSBA. Committee members agree with PSBA's proposed updates. The updated policy will be presented at the August 10, 2020 Board meeting for a first reading.

Committee members reviewed sample safety inspection checklists from Workpartners. Beginning with the 2020/2021 school year, the Workpartners checklists for schools will be used for safety committee walk-throughs with a few modifications from committee members. The sample kitchen checklist will be completed by head custodians and head cooks twice per year in September and February. Jeremy Freeman will complete the maintenance/shop checklist twice per year in September and February.

- Tentative Walk-Through Schedules

November 2020 – CVHS/WAES  
February 2021 – Wood/Admin  
May 2021 – RBW/WHS

➤ Next Meeting

The next meeting of the Workplace Safety Committee has been scheduled for August 3, 2020 at 8:00 am at the administrative building.

➤ Adjournment

The meeting adjourned at 8:47 am.