

## Workplace Safety Committee Meeting Minutes

May 5, 2025

**ATTENDANCE:** Daren Bryant- Supervisor of Buildings & Grounds, Gina Miller- RBW Secretary, Christina Shenk- CV Secretary, Deb Johnson- NTSD Gifted Teacher

**ABSENT:** Kathy VanSchaick- NTSD Business Manager, Brittany Mondock –NTSD Administrative Assistant

- Call to Order

The monthly meeting of the NTSD Workplace Safety Committee was called to order by Gina Miller at 8:06 a.m.

- Minutes from Prior Meeting

The minutes from the Workplace Safety Committee meeting on April 10<sup>th</sup> were approved with no changes.

- Old Business – None

- Discussion Topics

- Northern Tioga Claims: No claims have been reported.
- New Business: No new business was presented for discussion.
  - Future Walk Through Dates have been updated and were provided to each committee member.
- Walk Through of the Clark Wood / Administration Complex
  - Fitness Headquarters: The weightroom has been completed.
    - The cables for WHS have been ordered and should arrive soon.
  - Ants and Bees have been a nuisance and Elrich is addressing the issue.
  - C138 – water-stained floor, leaking sink.
  - B Entrance- door has been updated with a badge reader.
  - C119 – trip hazard, electric cord on the floor. Cord needs to be secured.
  - Gym Door – left gym door leading to the hallway was difficult to open.
  - B125 Girls' Bathroom – paint peeling on the ceiling.
  - Boiler Room B148 – metal paint can opener and roll of tape on the floor, trip hazard.
  - Music Room G142 – several lights were out and an extension cord on the floor needs to be secured.
  - G133– box blocking exit/entrance door.
  - G146 – 3 lights out.
  - Copy Room – Clean up area, remove old filing cabinets and disabled risograph.
  - F122 – several lights out.
  - CW Main Entrance – All lights have been replaced and look good.

- A124 – boxes hanging over the top of cabinet need to be removed.
- A134 – remove large box that hangs over the shelf edge.
- A133– several lights out.

- Next Meeting

The next meeting for the Workplace Safety Committee is scheduled for June 9, 2025, at 8:00 AM at Westfield Elementary School and Cowanesque High School.

- Adjournment

The meeting was adjourned at 9:40 a.m. by Gina Miller.