

## **Workplace Safety Committee Meeting Minutes April 3, 2017**

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

- Call to Order

The monthly meeting of the Northern Tioga School District Workplace Safety Committee Meeting was called to order by Wanda Erb at 3:15 pm am at the Administrative Building.

- Approval of Minutes

The minutes from the March 6, 2017 Workplace Safety Committee Meeting were approved with no changes.

- Old Business

As a reminder, the committee will review the sample walk through checklist and a sample investigation form over the summer months when there is more time. The goal is to have these ready for next school year.

- Discussion Topics

Review of Northern Tioga Claims – one claim was received during the month of March 2017 that involved a custodian falling on the ice. Injuries to both wrists resulted and well as back pain. No time off was taken from work. Custodians will be reminded to use more care when removing snow and ice.

Mrs. Erb noted that she has applied for the renewal of the Safety Committee Certification.

- Next Meeting

The next meeting of the safety committee has been scheduled for May 1, 2017 at 8:00 am at R.B. Walter Elementary/Williamson High School where committee members will conduct a walk through of the complex.

- Adjournment

A motion to adjourn was made by Wanda Erb seconded by Dale Crans to adjourn the meeting. All votes were affirmative. Motion carried. The meeting adjourned at 3:25 pm.