

Workplace Safety Committee Meeting Minutes
October 7, 2019

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

- Call to Order

The monthly meeting of the Northern Tioga School District Workplace Safety Committee was called to order by Kathy VanSchaick at 3:16 pm at the administrative building.

- Approval of Minutes

The minutes from the September 9, 2019 Workplace Safety Committee Meeting were approved with no changes.

- Old Business – None

- Discussion Topics

Review of Northern Tioga Claims – There were four claims received during the month of September. The first two claims involved clerical employees who tripped and fell over boxes that were on the floor. In both instances, the boxes were moved. The third claim involved a cafeteria employee who cut their finger on broken glass while cleaning. The fourth claim involved a teacher aide who slipped in milk in the cafeteria and caught their left arm on a table. No loss of time was associated with any of the claims.

CM Regent Risk Manager Publication – Fall 2019 issue was reviewed. This issue of CM Regent Risk Manager Publication will be distributed to all employees.

Other Business:

Building Project – Dennis reported that the building project is almost done.

Dennis' Resignation – Kathy shared that Dennis has resigned from his position of Supervisor of Buildings & Grounds. His replacement will join the Safety Committee in his place.

- Tentative Walk-Through Schedules

November 2019 – CVHS/WAES

February 2020 – Wood/Admin

May 2020 – RBW/WHS

➤ Next Meeting

The next meeting of the Workplace Safety Committee has been scheduled for November 4, 2019 at 8:00 am at the Westfield Area Elementary School where committee members will conduct a walk-through of Westfield Area Elementary and Cowanesque Valley High School.

➤ Adjournment

A motion was made by Kathy VanSchaick, seconded by Michelle Bloom, to adjourn the meeting. The meeting adjourned at 3:23 pm.