

## **Workplace Safety Committee Meeting Minutes September 8, 2020**

- Attendance: Alyson Yerrick, Administrative Assistant, Michelle Bloom, Custodian, Kathy VanSchaick, Business Manager, and Jeremy Freeman, Supervisor of Buildings & Grounds (joined by phone). 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 3:20 pm in the Superintendent's Office.

- Approval of Minutes

The minutes from the August 3, 2020 Workplace Safety Committee Meeting were approved with no changes.

- Old Business – At the July meeting, the Safety Committee decided to utilize special safety inspection checklists for kitchens and shop/maintenance areas. These inspections are to be completed twice per year, in September and February. The checklists were sent to these departments in July. Alyson will make sure the results are received this month.

- Discussion Topics

Review of Northern Tioga Claims – There were three claims received during the month of August. The first involved a secretary who slipped on a mopped floor, landed on their back and injured their left elbow and wrist. The second involved a custodian who was moving furniture when a table slipped. They tried to catch it and felt a pull in their left shoulder. The third involved a teacher who stepped on a rock in the parking lot and fell to the ground.

- Other Business – Michelle Bloom brought the following safety concerns to the committee:

- In one of the classrooms at Clark Wood Elementary School, there are several electrical outlets that are at eye level with students when they are sitting at their desks. Due to social distancing requirements, some student desks are sitting next to the outlets. Michelle feels that safety plugs should be put in the outlets to help avoid the risk of students sticking items into the outlets. Committee members agreed that safety plugs should be installed. Jeremy will see that they are purchased and put in.
- Between two classrooms at Clark Wood Elementary School, there is a room containing old science chemicals that connects the classrooms. Due to social distancing and the need to relocate some items from classrooms, the teachers on either side of this room have been using it for storage. The doors to the room are often left open and students and teachers use the space as a walkway between the

two classrooms. Michelle has concerns that students may come into contact with the chemicals stored in this room. Committee members agreed that this is an issue. Kathy stated that the district is looking into how to safely dispose of the chemicals. In the meantime, Jeremy and Kathy will look into whether the chemicals can be securely stored in a different location and will talk to Mr. Millard, Principal of Clark Wood Elementary, to see if the room can remain locked or the classroom items can be stored elsewhere.

➤ 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 October 5, 2020 at 3:15 pm in the Superintendent's Office.

➤ Adjournment

The meeting adjourned at 3:35 pm.