

Workplace Safety Committee Meeting Minutes October 4, 2021

- Attendance: Kathy VanSchaick, Business Manager, Alyson Yerrick, Administrative Assistant, Jeremy Freeman, Supervisor of Buildings & Grounds, and Michelle Bloom, Custodian. 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 7:06 am in the business office.

- Approval of Minutes

The minutes from the September 7, 2021 Workplace Safety Committee Meeting were approved with no changes.

- Old Business

Insurance Walk-Through – Jeremy stated that he is still working with his staff to complete the items noted as concerns during his walk-through with our insurance representative a few months ago.

- Discussion Topics

Review of Northern Tioga Claims – There was one claim received during the month of September. The claim involved a maintenance employee who cut their finger when clamps slipped. No loss of time was associated with the claim.

Walk-Through Checklists – Committee members reviewed the walk-through checklists completed for each kitchen and the maintenance department in September. Jeremy stated that the noted maintenance concerns are housekeeping issues such as keeping custodial closets locked. Jeremy will address these concerns. Judy Quick, Food Service Director, will look into the item on the Westfield Area Elementary checklist stating that the fuel supply for the cooking equipment does not have an automatic shut-off valve when the extinguishing system activates. She also noted that it is not necessary for the filters in the exhaust systems to be cleaned daily, however, Judy and Jeremy will make sure that maintenance has a schedule to clean these a few times a year.

Incident Reports – Kathy noted that she would like to set up a time to meet with Department Heads to review the process for completing incident reports and to share workers' comp information.

➤ Tentative Walk-Through Schedules

November 2021 – CVHS/WAES

February 2022 – Wood/Admin

May 2022 – RBW/WHS

➤ Next Meeting

The next meeting of the Workplace Safety Committee has been scheduled for November 1, 2021 at 8:00 am at Westfield Area Elementary School where committee members will conduct a walk-through of Westfield Area Elementary and Cowanesque Valley High School.

➤ Adjournment

The meeting adjourned at 7:19 am.