

Workplace Safety Committee Meeting Minutes April 1, 2019

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

- Call to Order

The monthly meeting of the Northern Tioga School District Workplace Safety Committee was called to order by Kathy VanSchaick at 3:00 pm at the administrative building.

- Approval of Minutes

The minutes from the March 14, 2019 Workplace Safety Committee Meeting were approved with no changes.

- Old Business – The insulin pens found in the concession stand refrigerator during the walk-through of the administrative building and Clark Wood Elementary School have been disposed of in the nurse's sharp container.

- Discussion Topics

Review of Northern Tioga Claims – Committee members reviewed the CM Regent claim total from 7/1/17-3/4/19. There were two claims received during the month of March. The first involved a teacher who is also a soccer coach. The employee was demonstrating soccer skills and sprained their ankle. The incident was reported to the principal but an incident report was never filled out. The employee did go to the emergency room. The second claim involved a cafeteria employee who lifted a milk crate wrong and strained their lower back. No loss of time was associated with either of the claims.

CM Regent Risk Manager Publication – There is no new issue available.

Establish an Email for Employees to Submit Safety Concerns – Recommendation from Insurance Company – This will be reviewed at the June Workplace Safety Committee Meeting.

Accident Investigation Forms – Recommendation from Insurance Company – This will be reviewed at the June Workplace Safety Committee Meeting.

Safety Committee Reference Materials – Check Off List for Audit – All Workplace Safety Committee members are to review this for compliance.

➤ Tentative Walk-Through Schedules

May 2019 – RBW/WHS

➤ Next Meeting

The next meeting of the Workplace Safety Committee has been scheduled for May 6, 2019 at 8:00 am at the R.B. Walter Elementary School where committee members will conduct a walk-through of the R.B. Walter Elementary School and Williamson High School.

➤ Adjournment

A motion was made by Kathy VanSchaick, seconded by Michelle Bloom, to adjourn the meeting. All votes were affirmative. Motion carried. The meeting adjourned at 3:14 pm.