

## **Workplace Safety Committee Meeting Minutes December 05, 2022**

- Attendance: Michelle Bloom, Custodian, Rachel Bullock, Teacher, and Kathy VanSchaick, Business Manager. Absent: Kelly Sherman, Administrative Assistant. The interim Buildings and Grounds Supervisor was unable to attend today's meeting.

- Call to Order

The monthly meeting of the Northern Tioga School District Workplace Safety Committee was called to order by Kathy VanSchaick at 3:14 PM in the Business Office

- Approval of Minutes

The minutes from the November 10, 2022 Workplace Safety Committee Meeting were approved with no changes.

- Old Business (None)

- Discussion Topics

- Northern Tioga Claims: Reviewed the claim of a library aide at WAES who tripped over a box and fell down on November 15, 2022. There were zero days off work reported, and this will continue to be monitored.
- Kelly to look into scheduling annual training for March 2023 and will let Todd Terpstra, IT Coordinator, know as well. Training will tentatively be scheduled to be held during the March, 2023 Safety Committee Meeting.
- Review of Admin/Clark Wood Walk Through Results: Kelly to send results to Dennis Fitzwater and also notify him of the Verizon Phone Cover (out front playground) needs attention, and to have him look at the Clark Wood Art Room ceiling, as there is a leak issue.

- Tentative Walk-Through Schedule:

- February 20, 2023: CW and Admin. Building; starting at 8:00 AM in the Admin. Building Office.
- April 28, 2023: WHS and RBW; starting at 8:00 AM in the RBW office.
- May, 2023 (date TBD): WAES and CVHS

- Next Meeting

The next meeting of the Workplace Safety Committee has been scheduled for January 3, 2023 at 3:15 PM at the Business Office.

- Adjournment

The meeting adjourned at 3:29 PM.