

Workplace Safety Committee Meeting Minutes February 14, 2019

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

- Call to Order

The monthly meeting of the Northern Tioga School District Workplace Safety Committee was called to order by Kathy VanSchaick at 10:30 am at the administrative building.

- Annual Training Session

Committee members received their annual safety committee training from CM Regent.

- Approval of Minutes

The minutes from the January 7, 2019 Workplace Safety Committee Meeting were approved with no changes.

- Date of March Meeting

The date of the next Workplace Safety Committee meeting was changed to March 14, 2019 at which time committee members will conduct a walk-through of the administrative offices and Clark Wood Elementary School.

- Old Business – None

- Discussion Topics

Review of Northern Tioga Claims – There were five claims received during the month of January. The first involved a cafeteria employee who was pushing a rack into a cooler and twisted their knee. This incident occurred in December but was not reported until January. The other four claims involved employees who slipped on icy sidewalks or parking lots landing on their hips, wrists, and backs resulting in some bruising. No loss of time was associated with any of the claims. Michelle Bloom noted that the ice came on quickly and was not noticed on the morning of these incidents. Dennis Fitzwater added that all of the custodians have been very vigilant about monitoring sidewalks and parking lots for ice.

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

➤ Tentative Walk-Through Schedules

March 2019 – Wood/Admin

May 2019 – RBW/WHS

➤ Next Meeting

The next meeting of the Workplace Safety Committee has been scheduled for March 14, 2019 at 8:00 am at the administrative building where committee members will conduct a walk-through of the administrative offices and Clark Wood Elementary School.

➤ Adjournment

A motion was made by Kathy VanSchaick, seconded by Alyson Yerrick, to adjourn the meeting. All votes were affirmative. The motion carried. The meeting adjourned at 11:42 am.