

Workplace Safety Committee Meeting Minutes June 12, 2019

- Attendance: Kathy VanSchaick, Business Manager, Michelle Bloom, Custodian, Dennis Fitzwater, Buildings & Grounds Supervisor, and Alyson Yerrick, Administrative Assistant. 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 8:13 am at the administrative building.

- Approval of Minutes

The minutes from the May 22, 2019 Workplace Safety Committee Meeting were approved with no changes.

- Old Business – None

- Discussion Topics

Review of Northern Tioga Claims – There were two claims received during the month of April and one claim received during the month of May. The first involved a teacher who fell down stairs. The teacher went to the emergency room via ambulance and suffered from a concussion and injured hip. A half day of work was missed as a result of the claim. The second claim involved a teacher who was pinched by a student on the forearm resulting in a bruise. The third claim involved a cafeteria employee who scraped their arm and had to apply a bandaid. No loss of time was associated with the second or third claims.

CM Regent Risk Manager Publication – The last issue received was sent out to all employees via email. Starting in the fall, each issue will be sent to the school secretaries to be posted in the faculty rooms.

Establish an Email for Employees to Submit Safety Concerns – Recommendation from Insurance Company – There is currently a link on the district website that employees can use to submit safety concerns. The link will continue to be used and an email will not be established.

Accident Investigation Forms – Recommendation from Insurance Company – Committee members reviewed the suggested forms and decided that they will be used going forward.

Safety Committee Reference Materials – Check Off List for Audit – Committee members reviewed the Safety Committee Compliance Checklist and determined that all of the items on the checklist are currently being done.

➤ Tentative Walk-Through Schedules

➤ Next Meeting

The next meeting of the Workplace Safety Committee has been scheduled for July 8, 2019 at 8:00 am in the Superintendent's Office.

➤ 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 8:30 am.