

Workplace Safety Committee Meeting Minutes March 10, 2021

- Attendance: Alyson Yerrick, Administrative Assistant, Michelle Bloom, Custodian, Kathy VanSchaick, Business Manager, Jeremy Freeman, Supervisor of Buildings & Grounds and 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 10:00 am in the board room.

- Annual Training Session

Committee members received their annual safety committee training from WorkPartners.

- Approval of Minutes

The minutes from the February 1, 2021 Workplace Safety Committee Meeting were approved with no changes.

- Old Business

Committee members reviewed the Safety Inspection Checklists for Clark Wood Elementary School/Administration Building, the school kitchens, and the maintenance/shop area that were completed in February. Committee members noted the following items:

- Clark Wood Elementary School/Administration Building:
 - Jeremy will look into the tape on the stairs near the Clark Wood entrance and cafeteria, the broken tile on the ramp and missing metal strip on the stairs near the gym, the water running onto the carpet near the maintenance/shop area, and will make sure the custodial closets are kept closed.
 - Jeremy is working to start getting documentation of exhaust/intake inspections.
 - Alyson will email Dan Fie, Coordinator of Student Services, regarding the extension cords and power strips in the partial classroom.
- Maintenance/Shop:
 - It was noted that many of the issues listed on the Maintenance/Shop Inspection Checklist are building specific. Many of the issues are in the new shop addition at Williamson High School. Building specific issues will be looked at during building walk-throughs. The walk-through at R.B. Walter Elementary/Williamson High School is scheduled to occur in May.

- Kitchens:
 - It was noted that the exhaust systems at the schools do not need cleaned daily.
 - Jeremy will look into whether the fuel supply at Westfield Elementary has an automatic shut off.
 - It was noted that non-slip shoes are not a contractual requirement.

➤ Discussion Topics

Review of Northern Tioga Claims – There were four claims received during the month of February. The first involved a teacher who tripped over a curb and fell on the sidewalk resulting in a hurt pinky and stiff wrist. The second involved a teacher aide who tripped over a chair leg and fell on their left knee and right hand. The third involved a teacher who struck their left shin on a weight bench left in the walkway. The fourth involved a teacher aide who slipped on ice getting out of a vehicle hitting their back on the rocker panel of the van and pulling a muscle in their right leg. No loss of time was associated with any of the claims. Committee members will look at the weight room at Williamson High School during their walk-through in May. Jeremy will evaluate his department's procedure for treating ice in the parking lots and on the sidewalks and will make any necessary adjustments.

➤ Tentative Walk-Through Schedules

November 2020 – CVHS/WAES
February 2021 – Wood/Admin
May 2021 – RBW/WHS

➤ Next Meeting

The next meeting of the Workplace Safety Committee has been scheduled for April 5, 2021 at 3:15 pm in the business office conference room.

➤ Adjournment

The meeting adjourned at 11:30 am.