

**Workplace Safety Committee Meeting Minutes**  
**March 2, 2020**

- Attendance: Alyson Yerrick, Administrative Assistant, Jeremy Freeman, Supervisor of Buildings & Grounds and Kathy VanSchaick, Business Manager. Absent: Michelle Bloom, Custodian 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 3:22 pm at the administrative building.

- Approval of Minutes

The minutes from the February 3, 2020 Workplace Safety Committee Meeting were approved with no changes.

- Old Business – None

- Discussion Topics

Review of Northern Tioga Claims – There was one claim received during the month of February. It involved a custodian who bent over to pick up a rag and strained their back. No loss of time was associated with the claim.

Other Business – Jess Millard, Principal of the Clark Wood Elementary School, sent a response to the building inspection checklist that was sent out after the safety committee walk-through of Clark Wood Elementary School. He stated which items had been addressed and his plans to address any remaining items. Maintenance was notified of several of the issues. Jeremy said he has reviewed the list and that many of the items will be addressed over the summer.

Jeremy reported that punch lists for the building project are almost complete. He also reported that the new paint booth that has been installed as part of the project meets OSHA standards.

CM Regent Risk Manager Publication – Spring 2020 issue was reviewed. Right-to-Know training as well as Safety Data Sheets and GHS are addressed in this issue. Jeremy will look into the district's records on these items and make sure everything is up to date.

➤ Tentative Walk-Through Schedules

November 2019 – CVHS/WAES

February 2020 – Wood/Admin

May 2020 – RBW/WHS

➤ Next Meeting

The next meeting of the Workplace Safety Committee has been scheduled for April 6, 2020 at 3:15 pm at the administrative building.

➤ Adjournment

A motion was made by Kathy VanSchaick, seconded by Alyson Yerrick, to adjourn the meeting. The meeting adjourned at 3:30 pm.