

## **Workplace Safety Committee Meeting Minutes October 14, 2022**

- Attendance: Kelly Sherman, Administrative Assistant, Michelle Bloom, Custodian, and Kathy VanSchaick, Business Manager. Absent: Jeremy Freeman (Administrative Leave) and Rachel Bullock. 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 8:03 AM in the Business Office

- Approval of Minutes

The minutes from the September 16, 2022 Workplace Safety Committee Meeting were approved with no changes.

- Old Business – None

- Discussion Topics

- Northern Tioga Claims: Reviewed the claim of a swivel chair collapsing while the employee was seated in it on September 15, 2022. Left wrist and lower back pain were reported. Zero days were recorded off due to this incident. Also reviewed the claim of a student accidentally kicking an employee's (Teacher Aide) left leg while wearing work boots on September 23, 2022. Zero days were recorded off due to this incident. And, it was noted this incident was not reported until 13 days after the incident, which was reported to UPMC.
- 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.

- Conducted Walk Through of Clark Wood Elementary School and the Administration Building.

- Tentative Walk-Through Schedule:

- November 11, 2022: CVHS and WAES
- February, 2023 (Date TBD): CW and Admin. Building
- April, 2023 (Date TBD): WHS and RBW

- Next Meeting

The next meeting of the Workplace Safety Committee has been scheduled for November 11, 2022 at 8:00 AM at the WAES main office.

- Adjournment

The meeting adjourned at 9:30 AM.