

Workplace Safety Committee Meeting Minutes

April 26, 2024

- Attendance: Kathy VanSchaick, Business Manager, Daren Bryant, Supervisor of Buildings and Grounds, Gina Miller, Secretary, and Brittany Mondock, Administrative Assistant. Absent: Frank Nudd, Custodian and Rachel Bullock, Teacher. Guests: William Butterfield, Williamson's Principal and Scott Eldridge, Head Custodian.

- Call to Order

The monthly meeting of the Northern Tioga School District Workplace Safety Committee was called to order by Kathy VanSchaick at 8:15 AM in the R.B. Walter's Office.

- Approval of Minutes

The minutes from the March 22, 2024, Workplace Safety Committee Meeting were approved with no changes.

- Old Business – None

- Discussion Topics

- Review of Northern Tioga Claims: There were four claims received since our last meeting, involving a student biting a teacher, substitute, and a teacher's aide. There was also one claim for a staff member falling on the sidewalk.
- Walk Through of R.B. Walter Elementary and Williamson High Schools
 - A136 there are dividers stacked high on a closet that could fall.
 - A136 there is a fan plugged in next to the sink that needs to be moved.
 - Rooms B112, B116, and B123 have lights out.
 - B124 has a chart hanging off of a shelf in the closet that could fall.
 - The boys rest room is missing an end card on the heating register.
 - D103 & D105 have items that are not secure on top of shelves.
 - D106 has several items that are not secure and stacked high in the room.
 - Items stored outside need to be taken care of: fire extinguishers, old tv's, and vending machine.
 - There is a kiddie pool hanging off the shelf in the Library that needs to be removed.
 - H118 has several items on that need secured on the cupboards.
 - J143 has benches on the tables that need to be lowered.
 - High School Art Room: Stools need to be placed back on floor after cleaning. Suggestion was made to create a ledge with possible plexiglass to display art work high on shelf. Trip hazards in back on room on floor.
 - J135 nis missing a ceiling a tile.
 - J117 a large posted is on top of the cabinet that needs to be secured.
 - There are several cracks in the flooring within the new wing.
 - Wood Shop: Ensure the tool cabinet is closed when not in use.
 - G104 has some lights out

- G136 boxes on high shelves needs to be removed
- G107 items in the closet need to be secured or removed from the top of the cabinets
- G135 has lights out and several items stored high
- G118 mattress and drums needs to be stored securely has they could fall from the top of the cabinets.
- Trophies in the band room hall way need to be removed from the top of the display case.
- G120, trophies need to be removed from the top of the projector, as they are a fall risk.
- Home Ec room has a stove burner that is not working.

- Next Meeting

The next meeting of the Workplace Safety Committee has been scheduled for May 20, 2024, at 3:15 PM at the Business Office.

- Adjournment

- The meeting adjourned at 9:09 AM.