

**Workplace Safety Committee Agenda
Minutes from 2/14/23 Meeting**

Date: 02/14/23

Meeting Called to Order: 9:06

Members:

Jeff Kavelak	Joanne Colesar	Carl Heaton	Sandy Bailor	(Dave Wright)
Angie Mayhew	Jamie Kline	Missy Pollick	Jeff Spackman	
Lee McGonigal	Sam Maney	Scott Fenton	(Susan Duttry)	

Guest:

Absent: Sandy Bailor & Dave Wright

Review Previous Month Minutes:

1. Jeff Spackman
2. Jeff Kavelak

Workplace Safety

Accidents/Incidents:

- **Employees:** Teacher at Jr/Sr High School breaking up fight in auditorium was pushed and fell down stairs and hit the floor. The teacher's elbow and knee were hurt; returned to full duty after being checked at quick care.
- Jr/Sr High School cafeteria worker smashed hand between bread rack and door frame when removing a bread rack out of freezer and it got caught on a wire hanging down.
- **Guests:**

Near Misses:

- **Employees**
- **Guests**

Hazard ID:

- At the Jr/Sr high there are no lights working at this time at the entrance to campus. On going project with Penelec. Paperwork received from Penelec to start wiring process.
- Jr/Sr High cafeteria freezer has a wire that keeps coming off hook and gets caught when getting bread trays out of freezer. Looking into different way to secure wire.

Emergency Management:

- On Monday, February 13th, Mr. Struble conducted a tabletop exercise with the Administration team due to the school fire at Elizabeth Forward High School. The exercise covered how each Director would respond in the event of a fire in one of the school buildings. Response and Recovery were two elements of Emergency Management exercised. The exercise was effective and provided general knowledge and an opportunity for all leaders to better understand the roles of each member of the team.

Utility Management:

- The first phase of the driveway light up-grade is complete. The contractor is awaiting a disconnect of the utility power to the lights in order to connect them to our driveway light circuit.

- We received additional proposals for exterior lighting upgrades to enhance the Jr/Sr High School. The proposals will be addressed and processed for future project completion.

Security Management:

- Our new radio system infrastructure is installed and tested. We received 20 new radios to be distributed to each building administration. An additional 30 radios are ordered and will finish the new communication program. The new infrastructure connects the High School and the Elementary School as well as provide specific channels for each entity to communicate on. The first group of radios were distributed for the Jr/Sr High School Administration. The CAE Administration and Mr. Struble will receive their radios sometime this week.
- Heather Prestash established a facility use committee to discuss each after hour use of the facility, plan our support, review the risks associated with the use and mitigate any identified security or safety issues.

Safety Management:

- The completion of the facility tour will be presented in March with the CAE school safety inspection review. We are going to coordinate the inspections with the transition from winter into spring to allow a review during weather events associated with snow, ice, heavy rains and wind.

Life Management:

- The hood suppression systems were inspected and tested on the 6th of February. No findings or opportunities identified.
- The reliability testing and inspection of the emergency generators at each location was completed; no operational issues were identified; however, the batteries although operational and in performance standards were recommended for replacement due to date code.
- The emergency battery pack lights in the field house were tested and failed. Replacement batteries were ordered and will be replaced when arrive.

Old Business:

New Business: Sprains & Strains

Meeting Adjourned: 9:45

Next Meeting: March, 14, 2023