

Workplace Safety Committee Minutes

Committee Members

A Ruby Bishop

P Allison Bluhm

P Michael Elia

A Melody Haley

P Donna Keslo

P Mark Lemoncelli

P Patrick McGarry

P Courtney Norton

P Andrew Snyder

A David Snyder

P Robert Taylor

P Rose Williams

1. **Call to Order (time: 9:02 am)** in the District Business Office Conference Room.

2. Approval of Prior Meeting Minutes

Motion made by Patrick McGarry, seconded by Rose Williams, to approve the minutes from the March 22, 2023 meeting.

3. Follow-Up on Previous Safety Concerns

- a. Playground Mulch – Still waiting on information about the blower truck
- b. Parent Pickup in an emergency situation – new design for traffic flow, Mr. McGarry is looking into
- c. Staff needed due to being administration heavy, email set up, agenda and minutes posted on website – Email will be sent asking for an elementary teacher, high school teacher, and at least one cafeteria worker
- d. Safety Inspection – Checklist, who does these – Mrs. Keslo will find a generic list and the committee will work on a plan of who will do each building and the outside

4. Review of Workplace Accidents

- a. Clerical Staff fell in parking lot

5. New Safety Concerns and Business for Review

- a. Dishwasher in the high school – Mr. Taylor will make sure all staff know how to properly use it
- b. Coaches returning keys when their season is finalized – Athletic Director will need to change the coaches' payment form so that the coaches will not get paid until they hand in all keys, uniforms, medical bags, etc.
- c. Doors being propped open or left unlocked after school hours – the maintenance /custodial department will be informed that they are not to unlock doors and coaches will be informed that they are no longer allowed to prop open doors.

6. New Business for future meetings

- a. Safety committee training was completed with the exception of Rose Williams and Melody Haley. Mrs. Haley is retiring therefore once we have a new member in her place, we will get the training set up. Mrs. Williams will have to do the training on her own one day and will work with Mrs. Keslo to set up the online training.

7. Set the next meeting

- a. The next meeting is set for Thursday, May 18, 2023 at 9:00 am in the district business office conference room.

8. Adjourn (time: 9:33 am)

Motion made by Patrick McGarry, seconded by Donna Keslo, to adjourn the meeting.