

## Safety Committee Meeting Minutes December 22, 2020

*Virtual* Safety meeting was called to order at 8:10 A.M. by the Committee Chairman, Fred Richter.

**Members present:** Fred Richter, Committee Chairman; Dr. Eric Briggs, Superintendent of Schools; Jessica Watson, Jr. Sr. High School Counselor; Corrin Rockwell, Elementary Counselor; Peggy Guzik, Secretary to the Superintendent and HR Coordinator and Mark Jannone, Business Manager.

**Members not present:** Jaye Chilson, Cafeteria Worker.

**Minutes:** All members present voted to approve the minutes from the November 19, 2020.

### **Unresolved Old Business:**

- **Policy Review:** At a prior meeting, Dr. Briggs handed out copies of the Pennsylvania School Board Association's recommended revised board policy entitled "Facilities and Workplace Safety". The committee was again asked to review the recommendations and provide feedback at the December meeting. This was again moved to a future meeting and will remain on old business.

### **New Business:**

- **Walkthrough inspection:** Official walkthrough conducted prior to this meeting using a new checklist as recommended by our insurance company. Copy of each building's completed checklist will be kept on file.
- **Employee injuries:** Reports were discussed in an effort to eliminate the root cause of the injury or devise corrective actions to prevent the injury.

<b>Employee Group</b>	<b>Elementary Campus</b>	<b>High School Campus</b>
Administration	None	None
Athletic Staff	None	None
Cafeteria	None	None
Paraprofessional	None	None
Professional	None	None
Other Support Staff	None	None

### **Other concerns:**

- One elementary student injury. Student tripped and fell on the playground injuring the face and nose. No corrections necessary.

Next meeting is scheduled for **January 21, 2021** at **8:10 AM** via Zoom.

Respectfully Submitted,



Mark Jannone

Business Manager / Committee Secretary