

Safety Committee Meeting Minutes January 21, 2021

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; Peggy Guzik, Secretary to the Superintendent and HR Coordinator and Mark Jannone, Business Manager.

Members not present: Jaye Chilson, Cafeteria Worker and Corrin Rockwell, Elementary Counselor.

Minutes: All members present voted to approve the minutes from the December 22, 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". Dr. Briggs went over the proposed policy with the committee. After a few minor adjustments it was decided that the new policy would be taken to the board for approval.

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. (F) = indicates that an investigation form was completed and is on file.

Employee Group	Elementary Campus	High School Campus
Administration	None	None
Athletic Staff	None	None
Cafeteria	None	None
Paraprofessional	None	None
Professional	None	None
Other Support Staff	None	1 Medical (F)

Other concerns:

- None.

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

Respectfully Submitted,



Mark Jannone

Business Manager / Committee Secretary