

Safety Committee Meeting Minutes January 20, 2022

Safety meeting was called to order at 8:15 A.M. by the Committee Chairman, Fred Richter.

Members present: Fred Richter, Committee Chairman; Dr. Eric Briggs, Superintendent of Schools; Peggy Guzik, Secretary to the Superintendent and HR Coordinator; Jessica Watson, Jr. Sr. High School Counselor; Leanne Young, Food Service Director and Mark Jannone, Business Manager.

Members not present: Corrin Rockwell, Elementary Counselor.

Minutes: All members present voted to approve the minutes from the December 16, 2021.

Unresolved Old Business:

- None.

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.
- **New Member:** Leanne Young replaced Jaye Chilson as the cafeteria representative for the Safety Committee.
- **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	1 Report Only	None
Paraprofessional	None	None
Professional	1 Report Only	None
Other Support Staff	1 Report Only	None

Other concerns:

None.

Next meeting is scheduled for **February 17, 2022 at 8:15 AM** via Zoom.

Respectfully Submitted,



Mark Jannone

Business Manager / Committee Secretary