

SAFETY COMMITTEE MEETING
February 14, 2019
Minutes

Present: Kurt Kunze, Alesia Rudinski, Staci Godfrey, Dale Crans, Derreck Lanzer, Rob Emerick, Anne Logue, Jenn Adams

Absent: None

- I. Tom Horner, Risk Management Consultant with Arthur J. Gallagher & Co., provided the required Annual Safety Committee Training. Tom's presentation stressed the following points:
 - a. Ensure the committee has a policy addressing safety committee procedures
 - b. Committee must represent all major work activities or departments
 - c. Committee decisions are made by majority vote
 - d. Committee must solicit employee safety suggestions
 - e. Committee must meet at least monthly with a quorum present
 - f. Committee must have a secretary to record minutes and a copy of the minutes must be posted/made available to all employees
 - g. Only periodic inspections are required
 - h. Committee must review and discuss inspection results at the safety committee meetings and make them part of the minutes
 - i. In addition to reviewing accident investigations, committee must also discuss/review "near hits/near misses" if available.
- II. Prior month's minutes were approved by a motion from Dale Crans.
- III. Alesia Rudinski reported that the District filed 17 less work injury claims as compared to the same time period last year.
- IV. Inspections were conducted at Lycoming Valley Intermediate and Hepburn Lycoming Primary schools. No major concerns were reported. Dale Crans will remind Central Office Administration of the need to remove any items blocking exits at Lycoming Valley (Egress) as well as at Jackson Primary School. Jenn Adams stated she suspects the Jackson scenario is the result of safety measures for students in the Autistic Support classroom, however, the concern should be brought to Administration's attention.
- V. Mr. Kunze advised two more building inspections will be completed on March 14, 2019: Stevens Primary School and the District Warehouse. The buildings will be inspected by Mr. Kunze, Mr. Crans and Mr. Emerick.
- VI. The next meeting is scheduled for Thursday, 3/14/19 at 3:30 p.m. in the Business Office Conference Room at the DSC.
- VII. Dale Crans motioned for meeting to adjourn at 4:05 p.m.

Respectfully Submitted,
Anne Logue
Secretary