

Huntingdon Area School District

Safety Committee

Minutes

Tuesday, January 5, 2016

District Office Conference Room

Members: Eugene Garber, Peg McNitt, Ashleigh Parsons, Carolyn Shope, Andie Socie, Patricia Stever, Faith Swanson

(1) Roll Call/Welcome – 3:54 p.m.

- All members present

(2) Approve Minutes of Prior Meeting

- Moved by Peg McNitt, seconded by Andy Socie to approve the minutes of the December 8, 2015 meeting. Motion was approved unanimously by voice vote.

(3) Old Business

A. Review of Policy 705 – Safety

B. Step Stools – A. Socie

- 4 step stools per building
- Agreed to keep stools somewhere accessible to all staff
- Email list of general locations of stools to staff once stools are ordered and placed.

C. Snow Removal checklist completed.

D. Step tread on middle school staircase repaired.

(4) New Business

A. Review of Incident Reports – Ashleigh

- Incident reported on 12/30/2015. Employee fell on slippery floors leading to a head injury that required medical attention in the form of staples. Committees recommended solution to prevent further incidents would to remind employees to be cautious of hazardous conditions and to use different machinery when cleaning/stripping the floors.
- Incident reported on 12/18/2015. Employee was outside during students' time at the playground. Student was refusing to come inside and employee tried to catch student and fell.

- Incident reported on 12/15/2015. Employee was in hallway of Standing Stone Elementary when running student came down the hallway. Employee put arm out to stop student and student became agitated and retaliated by striking employee in the lip and legs.

B. Safety Committee Training Webinar – Tuesday, January 5 @ 3:00 p.m.

- Began @ 3:03 p.m.
- Ended @ 3:53 p.m.

C. Future Meetings – all held in District Office Board Room unless otherwise noted

- February 02, 2016 – 2 p.m.
- March 1, 2016 – 2:00 p.m.
- April 5, 2016 – 2:00 p.m.
- Walk thru inspections of buildings to be held in April and May. Committee wishes to include building administrators as well.

(5) Other Business

- Formal investigations soon to come from Business Office in response to accident reports.

(6) Meeting Adjourned – 4:05 p.m.

- Moved by Eugene Garber, seconded by Andie Socie to adjourn the meeting. Motion was approved unanimously by voice vote.