

Huntingdon Area School District

Safety Committee

Minutes

Tuesday, February, 2016

District Office Conference Room

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

(1) Roll Call/Welcome – 1:50 p.m.

- Carolyn Shope and Andie Socie, both absent.

(2) Approve Minutes of Prior Meeting

- Moved by Peg McNitt, seconded by Eugene Garber to approve the minutes of the January 5, 2016 meeting. Motion was approved unanimously by voice vote.

(3) Old Business

A. Snow Removal Update – A. Socie

- Checklist is being used.
- Checklist helped in finding some issues with equipment.

B. Step Stools – A. Socie

- Step stool not yet ordered.

(4) New Business

A. Review of Incident Reports – Ashleigh

- Incident reported on 01/19/2016. Employee was in hall and a student threw a pair of glasses at employee. Glasses hit corner of employee's right eye and resulted in leaving a red mark. No medical treatment sought by employee besides first aid.

B. Accident Investigation Forms – SCS

- Faith asked that we had reviewed forms before coming to meeting and that we review for the next meeting on March 1, 2016 and to bring questions/suggestions as well.
- Forms and accident investigation to be completed out of the business office by Faith and/or Ashleigh in the future.
- Injured person should meet with Faith/Ashleigh following accident (within reasonable time).

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

- March 1, 2016 – 2:00 p.m.
- April 5, 2016 – 2:00 p.m.

D. Schedule Walk Through Dates/Times

- South Side
- Standing Stone
- High School
- Middle School
- Gather ideas for dates in April and decide on dates at next meeting, 03/01/2016.

E. Walk Through Checklist

- Faith had emailed checklist to committee prior to meeting to review.
- Checklist can be narrowed down to the big items.

(5) Other Business

A. Videos to receive our certification as a committee were ordered.

(6) Meeting Adjourned – 2:06 p.m.

- Moved by Patricia Stever, seconded by Ashleigh Parsons to adjourn the meeting. Motion was approved unanimously by voice vote.