Scranton School District



425 N. Washington Avenue

Scranton, PA 18503

Workplace Safety Committee Meeting

Minutes

05/24/2016

A regular meeting of the Scranton School District Workplace Safety Committee was held on May 24, 2016 in the 3rd floor conference room of the Administration Building.

Chairperson: Jeff Brazil called the meeting to order at 9:45 AM

Secretary: Heather Moran

Attendance/Sign In

Present: Heather Moran, Joe Walsh, Paula Giordano, Sharon Albert, Joe Hanni, John Sinclair, Michael Montoro, Leah Simms, Barney Wilkins, Fred Bresser, Jeff Brazil

Visitors:

None

Old Business:

* Recertification – Rescheduled for June 1st.
* Submission and approval of update Committee Bylaws and Mission Statement.
* Regulations and Rules for Safety Committee
* We MUST have a meeting every month.
* Quorum MUST be met at each meeting. If quorum is not met the meeting will be rescheduled, but must be held within the same month.
* Meetings will be scheduled during school hours. Notice will be given in advance so arrangements can be made.
* Members can “attend” a meeting via teleconference. We will speak with IT and find out how to go about this.
* All committee members must be trained. A deadline will be set for all new members to complete training. Training can be done online through PATHS during one of their scheduled training webinars.
* Alternates will be assigned to each building. The alternate will attend in the absence of the building representative. All alternates must be trained.
* Because we are a public entity we are REQUIRED to have a workplace safety committee. Discounts for insurance also rest on the existence and participation of this committee.
* If we do not meet certain requirements we will be considered out of compliance
* Incident reports – schools seem to be using different forms. They should all be using the current form available on the district website under the safety committee link. An email was sent to Joe Brazil to forward to all district employees. This also included a list of approved doctors for any work related incidents. Email sent to all district employees.
* Review of monthly incident reports
	+ Student was using carving kit to make a stamp. Small cutting black punctured hand. Following procedure and not forcing tool could have avoided this type of injury.
	+ Bus incident at Isaac Tripp Elementary. This information still has not been received by the safety committee.
* Kennedy:
* There are big holes in the curb at Kennedy (Saginaw Street). There are some concerns that someone may fall and get hurt. Jeff has contacted the city several times. Will call again.
* Prescott:
	+ A concern has been brought the attention of the safety committee regarding maintenance and repair companies. The maintenance department is being notified that these companies/people are coming to the building but this information is not always being brought to the main office. Calls will now be placed to the main office so that they know there is someone coming to the building.
	+ We are looking into a new AC system for the room that houses the computer towers/servers. There is some concern that the tower/server is going to overheat. We will try to address this during the summer.
* Doors in multiple buildings seem to “click” when you stand in a certain spot. It seems as if there is a sensor. Doors sound as if they are unlocking, which would allow people to enter the building. Trigaurd will come out to check the locks at multiple schools. (Prescott/Willard/Sumner/Northeast - reported at meeting) Have disgust this with Trigard. There is no easy solution. We have to work on an alternative method to activate and deactivate the doors. This is expensive and complicated. We have limited options due to laws and regulations.

Next Meeting:

Re-certification Training June 1, 2016 @ 9:30 am

Adjournment:

There being no further business, motion to adjourn – John Sinclair @ 10:08 Motion seconded – Paula Giordano