

Canon McMillan School District

Safety Meeting Minutes

Thursday, December 8, 2011

1:30 p.m.

I. Call to Order

The meeting was called to order by Mrs. Mansmann at 1:40 p.m.

II. Roll Call

Donna Barca

Linda Camerson

Scott Chambers

Shannon Cimarolli

Karen Dorgan

Matt Harding

Cindy Karner

Marella Kazos

Joni Mansmann

Debbie Murdock

Melissa Schad

III. Review/Approval of Last Meeting's Minutes

A motion was made by Mrs. Camerson to approve the minutes from November, 2011 and was seconded by Mr. Harding. The minutes were approved.

IV. Chairperson's Report

V. Open Issues

Life Counts: Melissa Schad stated the High School cafeteria staff wasn't present during the High School Evacuation plan training. She asked whether there will be a separate training for Support Staff personnel. It was decided the emergency evacuation plan/procedures will be added to the cafeteria meeting held at the beginning of each school year. Mr. Chambers added that support employees may receive a login. An email address is required to access the system.

Mr. Chambers will update the committee on the Life Counts system at the next Safety Meeting.

School Zone Flashing Light: Mr. Harding has received a response from Mr. Solobay. Mr. Solobay will request a state grand for the light. He first needs information on the approximate cost. Mrs. Mansmann will help Mr. Harding with an estimate including internal man power hours for the work.

Mrs. Karner asked for an update on the railing that is to be installed at the Middle School for the new steps. Mrs. Dorgan advised the railing is slated to be installed very shortly.

{Mr. Chambers joined the meeting at 2:00 p.m.}

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Mrs. Mansmann noted areas from the previous walk through to revisit are the downstairs storage room and boiler room.

Ms. Kazos told the committee she is currently dealing with a water leak that has reoccurred in the Borland Manor hallway. The water is dripping down through the ceiling tiles. The leak was previously detected and repaired, however it reoccurred in the same area.

Mrs. Barca reviewed Work Related Incidents since the November meeting. There were five work related incidents filed. Three are "medical" status and two are "notice only" status.

Box cutters were discussed. It was suggested to have safety box cutters provided for use in the buildings.

Mrs. Dorgan suggested having back supports for lifting available and to provide safe lifting instructions for distribution to the custodial staff. Mrs. Karner suggested that a training session for the staff at the beginning of each school year for safe lifting and safety procedures would be beneficial.

Ms. Kazos also suggested we provide safety hand outs to new all new hires, along with the personnel paperwork. Mrs. Mansmann would like to hold a separate committee work session to create a packet of safety related material for new hires/hand outs.

(Walk Through)

Suggestion Box Email: There were no suggestions received this past month.

VI. New Business

The next meeting will be held at First Street Elementary on January 12, 2012 at 9:30 a.m.

VII. Adjournment

The meeting was adjourned after the building walk through at 2:35 p.m.