

# Canon McMillan School District

## Safety Meeting Minutes

Thursday, May 19, 2011

9:30 a.m.

Hills-Hendersonville Elementary School

### I. Call to Order

The meeting was called to order by Mr. McCrory at 9:37 a.m.

### II. Roll Call

Donna Barca  
Shelley Brose  
Linda Camerson  
Kathy Clutter

Vince DiMenno  
Randy Huddart  
Cindy Karner  
Steve Lucas

Jonn Mansfield  
Jon McCrory  
Melissa Schad

### III. Review/Approval of Last Meeting's Minutes

Minutes from April, 2011 were reviewed. Approval is noted.

### IV. Chairperson's Report

Mr. McCrory is retiring at the end of the school year. This is the last building walk through after many years of participating on the Safety Committee!

### V. Old Business

Mrs. Barca made a few slight corrections to the Building Inspection Checklist that was revised last month. Mr. McCrory stated that he is pleased with the overall condition, including housekeeping. He believes the use of the inspection checklist has helped to identify main areas that needed improved upon. He acknowledged that lack of storage room is always an issue for the elementary buildings.

### VI. New Business

Act 104 – Mr. Chambers gave an overview at the last meeting.

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Mrs. Barca reviewed Work Related Incident reports filed since the last meeting.

Ms. Schad reviewed an incident that occurred at the Middle School, discussed the issue - an old and outdated warmer oven for which replacement parts are not available and informed the committee that corrective measures are in place to prevent another incident from happening.

Mr. DiMenno provided Mr. Huddart with an informational document which outlines where and when Personal Protective Equipment is necessary to be worn. Mr. Huddart will review this document.

Mr. DiMenno informed the group about memo from OHS regarding a new emergency warning or alerts system that will use cell phones/text messages.

There were no entries submitted online in the "suggestion box."

*\*Building Walk Through*

The next meeting will be held on Wednesday, June 8, 2011.

**VII. Adjournment**

The meeting was adjourned at 10:35 a.m.