

# Canon McMillan School District

## Safety Meeting Minutes

Wednesday, September 30, 2009

1:00 p.m.

Central Office

### I. Call to Order

The meeting was called to order by Mr. Jon McCrory at 1:09 p.m.

### II. Roll Call

Mark Abbondanza

Donna Barca

Dave Brown

Linda Camerson

Vicki Capone,

Nutrition, Inc.

Scott Chambers

Karen Dorgan

Randy Huddart

Cindy Karner

Steve Lucas

Jonn Mansfield

Joni Mansmann

Jon McCrory

Cheri Ochiuto

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

Minutes from the 9/24/09 meeting were distributed to the committee. No discrepancies or issues were raised. Approval is noted.

### IV. Chairperson's Report

Mr. McCrory began with a sincere thank-you to the members for their participation.

### V. New Business

Mrs. Mansmann began by explaining the reason for this meeting is to account for August, 2009, in which no meetings were held due to school and staff members being off for summer break. She underscored the importance of the role the committee plays within our District. She stated that next year Safety Meetings may be mandated due to the upcoming state legislation, however, the greater purpose of our committee is to ensure the safety of the district's employees and also including the children. The district does have older buildings; the Safety committee's work is critical to be able to help identify problems, address issues in advance, and to be proactive in the prevention of injuries. The Safety committee's work has branched off, Vicki Capone holds safety meetings for the Cafeteria department and Jonn Mansfield has meetings for the Transportation department.

Mr. Mansfield has a case study which will be included on the agenda for next month's meeting.

Vicki Capone requested a copy of the walk through checklist. Mrs. Mansmann stated that it's currently being reviewed and updated by Lisa Rosenbusch. Once received back we will send her a copy.

Jon stated that Lisa Rosenbusch requested to be copied on the meeting Agenda in advance. He stated he will forward them to her. The meeting schedule was reviewed with the group by Jon. Jon stated that meeting times will be alternated again this year between a.m. and p.m. to help accommodate everyone's schedules.

An issue was brought to the attention of the committee by letter regarding lighting in the bus garage. The Director of Buildings and Grounds was notified of the problem and it was promptly corrected.

A Slip, Trip and Fall Prevention memo was emailed to all administrators to be posted in the buildings in order to add to safety awareness.

An item that was suggested by Cheri Ochiuto is to be added to the next Agenda. It is to create "Safety Bulletin Boards" or a safety postings area in each building.

Joni talked with the group about incident and accident investigation that will be conducted for all work related incidents that are reported.

Randy Huddart is working on a Disposable policy. Joni will address this topic at the next Dress Rehearsal meeting as well. All new policies must be Board approved prior to implementing.

The next meeting will be held at First Street Elementary on October 15, 2009 at 1:00 p.m.

## **VI. Adjournment**

The meeting was adjourned at 1:55 p.m.