

FEIN: 25-1157784

Employer's Name: Chambersburg Area School District

CHAMBERSBURG AREA SCHOOL DISTRICT
435 Stanley Avenue, Chambersburg, Pennsylvania 17201
717-261-3420

CERTIFIED WORKPLACE COMMITTEE

Minutes for September 16, 2021 safety meeting – via Google Meet

- I. Ed Peters called the meeting to order at 3:17 pm.
- II. Members reported their attendance and the meeting proceeded. – Josh Daly, Robin Knepper, Jonathan Michael, Barry Sheeder, Dave Stike, Bobbie Stine, Joe Tosten, Matt Varner and Jaime Vinglas were absent.
- III. The minutes were accepted from the August 19, 2021 meeting. Mark Long motioned to accept, Brian Zimmerman seconded.

IV. Accident Review – Emily Dice

Type of Injury	Date of Injury	Location of Incident	Employee Description	Notes
Cut	8/27/2021	Hamilton Heights	Professional	Cut hand when picking up glass from a broken vase in classroom. Claim, no lost time.
Sprain/Strain	9/7/2021	CASHS	B&G	Right wrist strain when moving old sporting mats. Claim, lost time.
Other	9/8/2021	Support Services Bldg	Food Service	Splinter in right hand from pallet. Claim, lost time.
Cut/Wound	9/14/2021	Scotland	Support	Student bit employee's forearm broke skin. Claim, no lost time.

Emily highlighted the injury from September 8th. She reported that the employee removed the splinter themselves, and days later noticed a severe infection. The injury was not reported until the infection was noticed. She reminded us that injuries, no matter the severity need to be reported when they happen. This eliminates any potential for denial of claim based on delayed reporting. She also noted the incident involving the student, since the skin was broken, the treatment will involve monitoring and preventative care for possible infection and contracting disease. This again highlights the need to report injuries as soon as they happen, no matter the initial severity or perceived severity.

V. Inspection Report Review – None to review.

2021-2022 Inspections to be completed September thru November

Jaime Vinglas / Donna Rock	CAMS North, Grandview
Cody Marker / John Parson	CASHS
Emily Dice / Jonathan Michael	Admin Building, Buchanan

VI. Old Business

VII. New Business:

- 1. Jennifer Graham has volunteered to prepare safety review topics and handouts to present to committee members so they may share with their co-workers. She asked for suggestions for topics to cover. Ed Peters stated he'd like to start with the sprain/strain and maybe slip /fall prevention. Mark Long agreed, stating we are entering the fall and winter months when the incidence slip/trip/falls have historically increased. Jennifer Graham stated she'd also bring some information on material handling in response to the injury received from pallet handling.

2. Membership and attendance. Ed Peters emphasized that member have to get to the meetings, we have been close to not meeting quorum a few times. Ed reminded the committee that if we don't have quorum for just one month, we have to start the certification process all over again. Although everyone is busy and many departments are short-handed, attendance is required by law to maintain certification. He stated the initial certification requirements are very lengthy, and we would lose the insurance discount. Mark Long asked if we needed to look at balance of membership to have a cross-section of employees and departments. Ed Peters confirmed that, although we've lost a few folks, we're okay for balance. Mark Long suggested a notice be sent to the members emphasizing the purpose of the committee and the State requirement to attend.

3. Privilege of the floor:

VIII. Announcement of next meeting date October 21, 2021 via Google Meet.

IX. Meeting Adjourned at 3:26 pm—Mark Long called for adjournment and Brian Zimmerman seconded.