

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 November 18, 2021 safety meeting – via Google Meet

- I. Mark Long called the meeting to order at 3:17 pm.
- II. Members reported their attendance and the meeting proceeded. – Gary Carter, Josh Daly, Lissett Jones, Cody Marker, John Parson, Ed Peters, Donna Rock, Dave Stike, Joe Tosten, Jaime Vinglas, and Brian Zimmerman were absent.
- III. The minutes were accepted from the October 21, 2021 meeting. Ellen Henry motioned to accept, Robin Knepper seconded.

IV. Accident Review – Emily Dice

| Type of Injury | Date of Injury | Location of Incident | Employee Description | Notes |
|-----------------------|----------------|----------------------|----------------------|---|
| Pushed, object thrown | 10/28/2021 | CAMS-S | Support | Had a table fall on their feet due to a student pushing the table over. Claim, no lost time |
| Fell/hit head | 11/2/2021 | Hamilton Heights | Professional | Passed out, fell from desk chair and hit their head. Claim, no lost time. |
| Fell/hit head | 11/2/2021 | Fayetteville | Support | Walking down stairs, missed stepped and fell. Hit head. Claim, no lost time. |
| Pushed/Hit | 11/2/2021 | Fayetteville | Support | Was pushed/hit in the stomach by student. Claim, no lost time. |

Emily Dice further explained the staff member with the feet injury suffered bruising. Those suffering head injuries were picked up by family members, neither required emergency transport.

- V. Inspection Report Review – See item VII(2)(ii) below for further discussion relating to Staff training for Fire Extinguisher use.

2021-2022 Inspections to be completed September thru November

Jaime Vinglas / Donna Rock

CAMS North, Grandview

Cody Marker / John Parson

CASHS

To be completed December thru February

Matt Varner / Dave Stike

Guilford Hills, New Franklin

TBD / Cyndi Nape

Hamilton Heights, Falling Spring

Gary Carter / Barry Sheeder

Scotland, B&G/Food Service

Bobbie Stine / Robin Knepper

Stevens, Transportation

- VI. Old Business

VII. New Business:

- 1. Jennifer Graham presented the members with an overview of winter weather safety tips. Jennifer provided a summary of best practices to the committee secretary which is attached to the Agenda. As winter approaches we can all use reminders about wearing proper footwear, an idea is to wear winter footwear outside and change when you get in the building. It is also safer to take short steps when navigating slippery surfaces, it makes it easier to regain your balance. Another good idea is to have rock salt available for easy access at building entrances, and to report unsafe surfaces for treatment.

2. Privilege of the floor –

- i. Mark Long invited Matt Varner to explain his current project. Matt is working in conjunction with Service 1st, a disaster relief services company, to create and maintain an Emergency Preparedness Plan for all the buildings in the District. This will ensure there is a clear, actionable plan in place to efficiently mobilize appropriate building staff to safely mitigate property damage and aid in effective recovery in the event of any damage. The Plan aims to identify who is responsible for doing what in an emergency. Matt and his team will be completing walk-throughs scheduled for November 29 and 30th to aid in finalizing the locations of valves, etc. Matt will be creating binders to be placed in each building. The binders will contain building maps, location of shut off valves, meters, etc. and emergency phone numbers and other communication methods in the event of an emergency. The plan will detail training to be provided to the custodians. Barry Sheeder added he thought it would also be beneficial to include grounds crew in addition to the building maintenance staff in the training.
- ii. As follow up to the issue of training staff in the proper usage of fire extinguishers, Jennifer Graham suggested using the online safety training database available at no cost to the District through WorkPartners. The online training can be set-up to be distributed through district emails to be completed on your own, and can track completion. Bobbie Stine said Safe Schools may also be an option as they have an extensive list of available courses that are also free to the District. Jennifer will send the course catalog to the committee secretary.

VIII. Announcement of next meeting date December 16, 2021 via Google Meet.

IX. Meeting Adjourned at 3:34 pm– Bobbie Stine called for adjournment and Ellen Henry seconded.