

SAFETY COMMITTEE MEETING MINUTES

October 15, 2015

3:15 p.m.



PRESENT: Robert Miller, Joy Leitch, Polly Nicosia, Lori Stover, Karen Myers

MINUTES: Minutes from the September 17, 2015 meeting were reviewed and approved.

OLD BUSINESS:

- **Stage at Penns Valley High School** – *Mr. Miller reported that Sapsis Rigging was contracted to replace all suspension hardware and remove existing suspension components on the PVHS stage. The work was completed the week of October 5, 2015.*
- **High School Areas of Concern** – *Mr. Miller reported that a proposal was shared with members of the school board on Wednesday, October 7, identifying the following PVHS areas for proposed facilities renovation and/or upgrades: Auditorium, Cafeteria, Classrooms/Active Learning Centers, Gymnasium (current), Gymnasium (new), Library, Main Office/Guidance Office/Nurse. Mr. Miller will be requesting RFP's (Request for Proposals) on all identified areas.*
- **Replacing AED's** – *3 AED's were ordered, received and the old AED's have been sent back for credit.*
- **Student Accident Reports** – *The Safety Committee decided that after the nurse has recorded the incident in the system and the principal has signed the form, the original student accident report forms should be sent to Joy Leitch to file for use when completing the School Health Report.*

NEW BUSINESS:

- **Storm Drain Damage** – *Mr. Miller reported that someone drove over the storm drain located at the north parking lot during an event at HS athletic field. The area was secured and a new drain has been installed. It will remain roped off until the grass is established.*
- **Auditorium Sound Cable Hazards** – *Mr. Miller reported that a large cable that runs through the auditorium to the sound and light board has been identified as a hazard as well as the backstage equipment located next the ladder ascending into the loft area. A new cable will be run, and the backstage equipment will be relocated to a more secure and accessible area. We will also be changing the position of the speakers currently mounted low and to the left the right of the stage. The speakers will be moved up to a more appropriate location. We have*

also contacted a cabinet maker to create a custom cabinet for the light and sound equipment located at the back of the auditorium so that equipment can be locked and secured. They will also provide training for individuals who are authorized to operate the equipment.

- **PVCH Parking Lot Lighting Failure** – The contactor in the Centre Hall Elementary parking lot lights failed the first week of the month. New contactors have been ordered, but since they are made to order, it will be two to three weeks until they are received and the system is again fully operational. Until then, the lights will remain on throughout the evening.
- **Work Orders** – Mrs. Nicosia reported that PVHS Classroom 25 (Rob Irwin) has a door that sticks. Mrs. Myers added that the conference room door at the high school is sticking as well. Mr. Miller reminded the group that work orders need to be entered for these problems so that we have a record and are able to follow up on completion of task. Mrs. Nicosia was going to send an email to the PVHS faculty and staff to remind them of the work order process. Mrs. Stover offered to send a similar email at the elementary level.
- **Propped Doors** – Mrs. Myers shared that a recurring problem has been noted at PVHS. Someone is placing a small item in the exterior door at the cafeteria entrance by Room 59 to inconspicuously prop the door open during the day. This is a huge security concern. It was suggested that someone (perhaps Kevin Rishel) check that door every hour or so for the next week to try to pin down the time of day door is being propped. We can then look at video footage to determine who is propping the door.
- **Unlocked Doors** – Mrs. Myers also shared that, while working as game manager evenings last week, she discovered that the exterior doors at the main high school entrance were unlocked when she attempted to swipe into the building following the event. The interior doors were locked. At first, the group thought the doors may have been dogged down to admit community members for the YMCA Walking Program; however, the walking program does not begin until November. Mr. Miller will look into why the doors were not locked. The group also discussed the possibility of having “walkers” apply for a badge so that they can access the building on walking program nights without the exterior doors being unlocked.

WORKPLACE SAFETY CONCERNS:

- **Bees @ PVHS** – Mr. Miller reported that bees have presented problems in the high school as well as at the concession stand. We are aware of the problem and are addressing it to the best of our ability.

- **Fleas @ Miles Township Elementary School** – Mrs. Stover reported that a family in Rebersburg has developed a serious flea infestation in their home. The children are coming to school with active fleas which are creating a problem not only for the children themselves, but also for other children and faculty members who come in contact with the children. Ehrlich did provide a flea trap for the classroom, and they are currently collecting four to five fleas a day. There is currently no Penns Valley policy that governs action to be taken when there is a live flea infestation. Mrs. Stover has contacted the Department of Health, but they do not have a policy for fleas. Both Mrs. Stover and Mrs. Nicosia are concerned because fleas not only carry disease but also jump from one host to another without direct contact. Mr. Miller suggested that the nurses check with the CDC (Center for Disease Control) as well as search the PA Department of Education for any reference to fleas.
- **Pavement** – Mr. Miller reported that an area of the new pavement @ PVE/I has been identified as tripping hazard. He added that there are several areas throughout the district that pose a similar problem. He has contacted a firm that specializes in this type of repair for a price quote.
- **Athletic Event Management** – Mrs. Myers reported a potentially dangerous situation with regard to setting up for main athletic stadium athletic events. The game managers and/or workers are required to open the ticket booth as well as raise and secure the heavy metal panels that cover the ticket windows. The heavy panels can't be secured in the raised position without using a prop or standing on a chair. In addition to that, the game managers and other event workers do not have radios to keep in touch if there are questions or problems that need to be resolved during an event.

ACCIDENT REVIEW:

- No new accidents were reported.

Next Meeting – November 19, 2015 – 3:15 p.m. – Admin. Conf. Rm.