



**Canon-McMillan School District  
Safety Committee**

# Meeting Minutes

**Date: November 10, 2021**

**Location: Wylandville Elementary School**

**I. Call to Order**

The meeting was called to order by Mr. McCullough at 10:04 a.m.

**II. Roll Call**

Donna Barca  
Scott Chambers  
Debbie Grebeck

Michael Kelley  
Tim McCullough  
Neil Stewart

Athan Tsourekis  
Shannon Balch  
Raechel Lorusso

**III. Approval of the Minutes from the October 6, 2021 meeting**

Mr. McCullough asked if everyone had a chance to review the minutes from the October 6, 2021 committee meeting. He then requested a motion to approve the minutes. Motion to approve made by Mr. Tsourekis and seconded by Mr. Stewart. All in favor -9; opposed - 0; minutes approved.

**IV. Chairperson's Report**

Mr. McCullough spoke about the formation of a sub committee within the safety committee that would perform a job safety analysis for each position and job classification within the District. He noted that the initial JSA sub-committee meeting today was cancelled due to attendance. Mr. McCullough showed the committee a template of a JSA for a custodian. He spoke about the design of the template and that the sub-committee would look at the essential functions/tasks of a job and would then identify potential hazards related to the job. Many jobs are prone to slip and fall accidents and this would be a good way to identify steps that employees could take to prevent this. He noted that workers comp carriers often look to see if signage was in place and if employees were wearing appropriate footwear. The JSA would help to increase employee awareness of potential workplace hazards and would be a good resource tool for employees to review throughout the year.

Mr. Tsourekis spoke about the preparation currently underway in anticipation of the upcoming winter weather. He said that bulk salt and ice melt has been stocked and the maintenance department is getting the vehicles prepped. The salting continues to be done by truck to prevent injuries related to heavy lifting of the materials.

Mr. McCullough reported on the District's Health & Safety Plan. He noted that the CARES Act is now gone so there are no more federal leaves associated with COVID. HR has been assisting in the processing of quarantines and has identified a spike in cases within the past few weeks. He noted that it is always best to err on the side of caution when employees are symptomatic or have been exposed to COVID in order to decrease liability and decrease the chance for spread. All employees have access to the daily screener and flowchart and are asked to reference that if they have any questions regarding reporting to work or the need to isolate or quarantine. Ms. Balch noted that the school nurses are doing an amazing job with contact tracing and well as following up with students and staff.

**V. Open Issues**

Mr. McCullough noted that there were two open issues at Hills-Hendersonville Elementary School. The ramp to the trailer needs to have the tread strips repaired/replaced and the recessed drain under the floor mat near the exit door needs to be fixed. Mr. Tsourekis noted that the floor drain had been repaired. .

**VI. Old Business**

Mr. McCullough noted no old business.

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### VII. New Business

Mr. McCullough noted no new business.

### VIII. Review of Work Related Incidents since the last meeting and corrective actions taken

Ms. Grebeck reported that there had been a total of 21 work related incidents since the last safety committee meeting in October. Of those incidents, 18 were special education related, 2 were cafeteria workers and 1 was a teacher. Ms. Grebeck noted that, for the purposes of the safety committee meetings, the nature and specifics of any incidents related to special education would not be discussed in order to maintain student confidentiality. She did refer back to the October 2021 safety committee meeting and a discussion by Becky Lieb, Special Education Director, about the procedures and corrective actions taken by the schools and special education department to ensure employee and student safety. Ms. Grebeck explained that Ms. Leib would convene the IEP team after an incident occurred to see if changes or revisions needed to be made to the student's plan. Mr. McCullough noted that the team would look for triggers and discuss recommendations. He also noted that the incidents related to special education seem to ebb and flow in their frequency and intensity in any given year.

Ms. Grebeck spoke about the 3 other incidents that occurred since the committee last met. The first was a cafeteria worker who was carrying a tray in the wash area. She slipped on the wet floor and fell, injuring her right knee. No medical treatment was sought and there was no loss of work time. Corrective action: be aware of wet floors. Put up signs as needed. Clean up spills as soon as possible.

The second incident was a cafeteria worker who was opening an oven door. The door hit the counter and bounced open releasing steam which burned the employee's neck. She was seen by the school nurse and first aid cream was applied. No further treatment was sought and there was no loss of work time. Corrective action: let steam escape before opening the oven door.

The third incident involved a teacher who was putting away supplies. She slipped on the floor and scraped her hand on the desk. The employee noted that the floor was not wet and there was nothing in the way. It was also noted that she is pregnant. Corrective action: be very careful when ambulating while pregnant. Ask for help putting away items.

### IX. Round Table

**Wylandville Personnel:** Ms. Balch noted that landscaping issues around the school had been addressed. Ms. Lorusso noted no issues..

**Support Facility & Maintenance-** Mr. Tsourekis noted no issues. The maintenance department is preparing for winter weather.

**Transportation:** Mr. Stewart noted that the transportation department is preparing the busses for winter. They are making sure tires and batteries are in good shape. They are also reviewing winter weather tips and safe driving techniques with all drivers.

**Central Office:** Ms. Barca noted no issues.

**Technology:** Mr. Kelley noted no issues. The tech department has been in the process of replacing monitors for teachers with new ones.

Mr. McCullough noted that Mr. Pape, at the October safety committee meeting, had mentioned the presence of boxes near the doorway in the support facility as a safety hazard. Mr. McCullough explained that he had investigated this further after the last safety committee meeting and there did not appear to be any obstruction of the hallway or entry/exit doors by the boxes. The boxes were postal deliveries. Mr. McCullough confirmed with Mr. Tsourekis that this was not an ongoing issue and that the boxes had been removed the same day..

**2021.11.10 Safety Committee Minutes continued**

**X. Suggestion Box**

Mr. Chambers had not received anything in the suggestion box.

**XI. Adjournment**

Mr. McCullough asked for a motion to adjourn the meeting. Motion was made by Mr. Stewart and seconded by Mr. Tsourekis. The meeting was adjourned at 10:31 a.m.