

**SOUTHERN LEHIGH SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
COMMITTEE MINUTES**

**Safety Committee ZOOM Meeting
November 20, 2020
*Minutes***

1. Called to Order 8:30am

PRESENT: D. Werkheiser, T. Walter, J. Thomas, A. Bausher, N. Castetter, M. Watkins
 S. Knoll,

ABSENT: G. Martin, R. Balik, T. Lentz, T. Gill, C. Bonsall, T. McGinniss, M. Farris,
A. Werner

II. OLD BUSINESS

*HS – Room 313 is a small room and would like the projector mounted, students and teachers are tripping over the cord. Room is used by others as well as students and our staff. This room is heavily used. A work order was put in the system. Will follow-up with T. Bergey.

*Melinda - Liberty Bell has a dog poop issue, student fell in it. There are no signs posted about cleaning up after your dog. Signs were ordered back in 2012. Safety Committee is recommending putting up signs. A work order will be put in system for Grounds to put up signs.

*Tara - MS - Cannot hear the fire alarms when doors are closed in the related arts area. Tara reported back that the art department is able to hear alarms now.

*John - Drainage problem at High School, check on getting it fixed. FabTech fabricated a deflector shield to protect the switch gear from leaking liquid. Safety concern has been corrected.

*John - Outlets in High School room 115 are getting damaged by students. They have

been repaired. Each year the outlets will be checked and repaired if necessary.

*C. Bonsall expressed that some of the teachers are anxious about being together in Hopewell during the clean out process. All went well - Students are back in school (hybrid model). Custodians continue to sanitize high touch areas when staff and students are in the buildings and spray in the evenings when no one is around.

*T. McGinniss would like us to revisit the exit for wheelchair bound students. One of the exterior exits is not safe, only a small cement pad and then a grassy area. Students from the IU classroom (multiple disabilities and limitations) may need to exit quickly when in the related arts section. Will revisit with S. Krippe again.

III. NEW BUSINESS

*Application for Premium Reduction was accepted by the School Districts Insurance Consortium. This entitles us for a 5% Workers' Compensation premium discount for the period of July 1, 2020 - June 30, 2021.

IV. ACCIDENT/INCIDENT REVIEW

V. RECOMMENDATION TO MANAGEMENT

VI. SAFETY TOPIC - Working with Chemicals

VII. NEXT MEETING - January 22, 2021

VIII. ADJOURNMENT - 9:00am

14Le Com

INFORMATIONAL BROCHURE EMPLOYEE SAFETY

Subject: Working with Chemicals

In Pennsylvania, there is safety regulation regarding working with chemicals titled Worker and Community Right to Know. It is a copy of the Federal OSHA (Occupational Safety and Health Administration standard Hazard Communication, There are certain rights and obligations that workers using chemicals in the workplace need to be familiar with in order to be safe.

In Pennsylvania, training on Worker and Community Right to Know needs to be completed in some form on an *annual* basis. You have choice of classroom, tutorial, supervisor safety talk, or whatever provides results that (1) list of people who attended training, (2) you have copy of the material you covered, and (3) confirm that employees have basic understanding of the regulation. In addition, as a manager, you would want to confirm through routine job observations that employees are following proper safety procedures. No shortcuts here. Oftentimes, chemicals are unforgiving if misused or mishandled. And, some individuals develop allergic reactions to chemicals even if using properly. Pay attention. An ounce of prevention here is worth a pound of cure, to use an old saw.

Under the regulation, any chemical used in the workplace should have a material safety data sheet (MSDS) accompanying its entry into the facility. This information sheet gives you important data about the chemical's hazards, symptoms of overexposure, how to protect yourself when using the material/hazardous substance, and what to do if involved in accident with the chemical. These MSDS sheets should be placed in a binder, organized in alphabetical order by trade name, and available to all employees throughout the work day without them having to ask a supervisor for the binder, having to go into an office or even accessing a filing cabinet for the information.

Other elements of this program include: have a written program, choosing a program coordinator (point of contact and program administrator), annual review of all MSDS files in the District, coordinating activities with outside contractors (information exchange here on any work done in the District involving chemicals), making sure everyone knows the importance of labeling all containers (one label per container and it should identify the contents) and having lids/caps in place when not in use, and having the proper personal protective equipment available for workers.

Before working with any chemical, and this applies to both custodial and maintenance staff primarily but also foodservice (detergents used to clean dish wear are pretty potent in concentrated form), you need to review the specific MSDS. What you

should check for are: dangers of the substance, how to protect yourself and check

listing of personal protective equipment (PPE) you will need to use (your employer is responsible for providing the necessary PPE), symptoms of over exposure, and how to treat injuries. The employee is responsible for this follow-up but supervisors need to monitor compliance.

This is one program that is it critical to be proactive. You don't want to have these kinds of injury exposures. Be safe and take the time to do it right.

School Districts Insurance Consortiuni
www.sdicwc.org
800-445-6965