

**MEETING MINUTES OF THE  
SAFETY COMMITTEE OF  
SCHOOL DISTRICT OF BOROUGH OF MORRISVILLE**

**Meeting Date/Time:** Wednesday, January 10, 2018  
Conference Room G9  
1:45 pm

**Members Present:** Dave May  
Jocelyn Torres  
Nellie Plummer  
Szilvia Deak  
Jason Harris

**Proceedings:**

1. Review of recent workers comp incidents and investigations:
  - We had 5 incidents since the beginning of the school year 2017-2018 (2/5 claims are still open):
    - 1 - table fell on foot due to unsecured legs
    - 1 - hit by special needs student
    - 1 - slip and fall due to imbalance
    - 1 - trip and fall due to floor tile torn and raised, fixed
    - 1 - cut by paper cutter due to hand slipping
  - Any incidents will be addressed during faculty meetings by the administrator as awareness, avoid incident from happening again.
  - Employees must report any incident to their supervisor or human resources as soon as practicable, even if they think they do not need medical treatment. Disciplinary action will occur due to failure to report.
  - The employees involved in incidents must complete a mandatory training online via SafeSchools. Example: The employee that was hit by a special needs student completed the course, *Special Education: Safety in the Classroom*. The employee is able to submit it for credit toward the twenty (20) hours of continuing education required annually by PDE.
2. An email was sent to the entire district on 12/19/17 as follows: *In January, the Safety Committee will be conducting our first safety audit. We will be reviewing all access/exit doors to insure they can be used should an emergency arise. Exit doors should never be blocked. We will also be checking access to fire extinguishers and electrical panels. Please check your offices, classrooms or areas of responsibilities that may be in need of correction.*

A team of two employees will be selected and audit performed using a checklist.
3. A suggestion box will be placed in each faculty lounge and offices. Any suggestion is welcomed – it can be anonymous. The 7 boxes will be checked every Monday morning and reviewed by the team.
4. A Crisis Prevention Training for all faculty and staff was suggested. Dave will coordinate with Tony so it is done every year.

**Next Meeting:** Monday, February 5, 2018  
Conference Room G9  
1:45 pm

**Minutes Prepared By:** Jocelyn Torres