

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

Meeting Date/Time: Wednesday, December 13, 2017
10:30AM
LGI

Members Present: Dave May
Jocelyn Torres
Nellie Plummer
Szilvia Deak

Proceedings:

1. The committee attended the "2017-2018 Safety Committee" Webinar from 10:30am – 11:30am. The presentation focused on the following:
 - o The purposes and operations of school safety committees.
 - o The most useful methods of conducting safety committee meetings.
 - o Principles of effective accident & incident investigations.
 - o Hazard identification/inspections in the workplace.

The Workers' Compensation Act requires that 100% of the safety committee members receive training by a qualified trainer in safety committee operation, hazard inspection, and accident investigation prior to submitting the application in May 2018 for the *PA Department of Labor & Industry's Safety Committee Technical Assistance Certification*. Training of the safety committee members is required on an annual basis.

- o Having this certification, the District will receive a 5% credit for the upcoming Workers Compensation policy (7/1/18 to 6/30/19).
2. The committee members will meet the 1st or 2nd week of every month at 1:45pm.
 - o The safety committee is required to conduct 12 meetings each year; however, the PA Department of L&I does permit exceptions for seasonal and educational employers to double-up meetings if a quorum cannot be achieved (i.e., if committee is comprised of non 12-month employees, etc.). The committee will not meet during the months of July and August so the committee will hold two (2) meetings in June and two (2) meetings in September; the meetings should be held during the 1st week and last week of each month. The meeting minutes will state which meeting the meeting applies to (i.e., 1st meeting in June – June meeting; 2nd meeting in June – July meeting).
 3. The safety committee meeting minutes will be posted on the school website under the HR Page > Worker Compensation > Safety Committee Meeting Minutes.
 4. An email will be sent to the District advising where to locate the safety committee meeting minutes and who the new safety committee members are. Any workplace safety concerns should be addressed to any safety committee member and/or Administrator.

Next Meeting: Monday, January 8, 2018
1:45pm
Conference Room G9

Minutes Prepared By: Jocelyn Torres