

## Safety Committee Meeting Minutes September 19, 2024

Safety meeting was called to order at 8:15 A.M. by the Committee Chair, Fred Richter.

**Members present:** Fred Richter, Committee Chairman; Corrin West, Elementary Counselor; Brandie Frye, Secretary to the Superintendent & HR Coordinator and Mark Jannone, Business Manager.

**Members not present:** Dr. Amy Martell, Superintendent of Schools and Asti Tillotson, Food Service Director.

**Minutes:** By roll call, all members present voted yes to approve the minutes from the August 19, 2024 meeting.

**Unresolved Old Business:**

- None.

**New Business:**

- **Walkthrough inspection:** Official walkthrough conducted prior to this meeting using a new checklist as recommended by our insurance company. Copy of each building's completed checklist will be kept on file.
- **Employee injuries:** Reports were discussed in an effort to eliminate the root cause of the injury or devise corrective actions to prevent the injury. (F) = indicates that an investigation form was completed and is on file.

<b>Employee Group</b>	<b>Elementary Campus</b>	<b>High School Campus</b>
Administration	None	None
Athletic Staff	None	None
Cafeteria	None	None
Paraprofessional	None	None
Professional	2 Report only	None
Other Support Staff	None	None

**Other concerns:**

- It was noted that more than once, someone (employee or public) has stumbled on the mat that is closest to the elementary office greeter window inside of the E1 doors. We will inspect this mat and see what can be done to fix this issue.

Next meeting is scheduled for **October 17, 2024 at 8:15 AM** via Zoom.

Respectfully Submitted,



Mark Jannone

Business Manager / Committee Secretary