

**AMBRIDGE AREA SCHOOL DISTRICT
EMPLOYEE SAFETY COMMITTEE**

MINUTES

August 16, 2017 – Meeting

High School Café Student Lounge

I. Call to Order

Mr. McCausland called to order the Employee Safety Committee Meeting of the Ambridge Area School District at 2:00 p.m. on Wednesday, August 16, 2017.

II. Roll Call

An attendance sign-in sheet was available and the following committee members were present:

L. Douglas McCausland, Chairperson
Mary Jo Sivy
Kim Racioppo
Becky Sheline
Jeff Lathom
Debbie Conover
Jason Roos
Dave Matzie

Members absent:
Dave Murphy
Vicky Pinkerton

III. Approval of the Minutes from the June 14, 2017 Safety Committee Meeting

The minutes were approved unanimously.

IV. Old Business

Fire extinguisher training tabled until a video or presentation can be scheduled during a teacher in-service day.

V. New Business

a. Election of Officers

Chairperson- L. Douglas McCausland
Vice Chairperson- Jason Roos
Secretary- Debbie Conover

b. Bylaws

All committee members will review and submit any changes/corrections to Debbie Conover prior to next meeting on August 30, 2017, so that a vote can be taken at that time. At which time, they will be available on the District website.

c. Committee meeting dates

All members were provided a copy of the 2017-18 meeting dates and times. The location may rotate among all school buildings and will be decided at a later meeting date.

d. Return to work program

All members will review the handouts and endorse at the next meeting. Doug McCausland/Debbie Conover to send a notice to all employees informing of proper reporting procedures when/if there is an accident.

VI. Review of Workplace Accidents

VII. Review of Safety Alert Forms

Members to read and discuss at the next meeting. Safety Forms to be available on District website shortly.

VIII. Next Meeting – August 30 at 2 pm., HS Café Student Lounge

IX. Adjournment

Meeting was adjourned at 2:45.

Respectfully submitted,

Debbie Conover
Safety Committee Secretary