

###### Workplace Safety Committee

 **December 13, 2023**

** District Service Center**

 **3:15 p.m. via Zoom**

#  Minutes



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| **EMPLOYER MEMBERS** | **EMPLOYEE MEMBER** |
|  X | Dan Egly, Chairperson |  AB | Vicki Bair (Rec. Secretary) |  X | Michele Machmer |
| AB | Brian Bubb | X | Andrew Baker |  X | Jess McCoy |
|  |  |  X  | Mike Knight |  X  | Noah Bower |
|  |  |  X | Matt Little |  X | Kyle Winton |

##### Welcome to DSC: Workplace Safety Committee meeting

Safety Policy 705 & Workplace Safety Bylaws-Review: Dan reviewed both the LTSD Safety Policy 705 & the Workplace Safety Bylaws. He asked the committee if there were any suggested changes or comments regarding the documents. He asked that the committee continue to review them and bring any recommended changes to the next meeting if there are any.

##### Occupational Injuries: None to report.

*IV.*  Winter Weather Reminders: Dan asked that the committee remind co-workers and staff to be mindful of their footwear on days there may be a weather event. He also asked that they notify the buildings and grounds department if they see any icy conditions in and around campus. Dan also suggested to the group that they should remind their co-workers to leave early to their destinations in the event winter weather is expected.

*V.*  Annual Training Reminder: Dan notified the committee that he will be sending emails with the annual required training. He asked that the committee members please send their certificates to him upon completion.

*VI.*  Future Projects & Discussion: Dan asked Noah to review several projects he is working on. Noah explained why the District is utilizing the Township’s mobile flashing speed limit sign after receiving several concerns from Township residents in and around the HS/MS campus. Additionally, Noah also let the committee know he is purchasing mobile speed bumps to help with speeding within both the Schick and HS/MS campuses. Noah also notified the committee he is working on new school direction signage to help visitors navigate the HS/MS campus. Lastly, Noah let the committee know that the District is looking at improving the lighting at the 4-mile entrance to the back of the HS/MS campus.

*VI.*  Updates:

 School Operations Update: Dan notified the committee that key boxes were recently installed at the entrances to each school building. These secured boxes are for first responders to gain access to the building when no one is available.

School Police Update: None.

*VII.*  Good of the Order: Matt Little notified the committee that the new key fob system will be installed in January at Schick Elementary School.

*VIII.* Next Meeting: January 9, 2024 @ 3:15 p.m.

*IX.*  Adjournment @ 3:38 p.m.

Submitted by: M. Daniel Egly