



# WESTERN WAYNE SCHOOL DISTRICT

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*The Western Wayne School District will work for excellence... for everyone... in all things ...always.*

**CLAYTON S. LACOE III, Ed. D.**

Superintendent of Schools

**PATRICK SHEEHAN**

Assistant Superintendent

**ROSE E. EMMETT**

Business Manager / Board Secretary

## MINUTES

### WORKPLACE SAFETY COMMITTEE MEETING

Thursday, April 9, 2015

The regular monthly meeting of the Workplace Safety Committee was held on Thursday, April 9, 2015 in the conference room of the Administration Building. The location and time were rescheduled.

The meeting was called to order by Susan Romanski at 8:45 AM.

Susan Romanski took roll call. Eight (8) members were present and listed as follows: Susan Romanski, Warren Brundage, Denise Johnson, Clayton LaCoe, Ellen Muller, Maria Palko, David Robinson, and Lorraine Troiano. Two (2) members were excused: Jennifer Keating and Brian Landry. One (1) member was absent: Donald J. McDonough.

#### Approval of Minutes

A motion was made by David Robinson and seconded by Lorraine Troiano to approve the minutes of the March 12, 2015 meeting. The motion carried with all affirmatives.

#### Old Business

The Committee discussed the following items from Old Business: Warren Brundage reported that the Robert D. Wilson building is in the process of fixing the light post that had been knocked down during the winter. David Robinson reported that the high school roof has had fewer leaks since the ice and snow has melted.

Discussion was held on the floor outlets in the Family & Consumer Science room in the high school. The outlets are supposed to be covered by the tables and out of the walkway but they move the tables and it becomes a tripping hazard. A suggestion was made that an orange cone be placed over the outlet and the outlet be painted to help with the tripping problem. David Robinson will work on this issue.

#### Report on Condition of Buildings

All other buildings were reported ok. Dr. LaCoe suggested that the ceiling in the Middle School Library be worked on this summer. Improvements were made but not finished.

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## **New Business**

Ms. Romanski informed the Committee that there was one minor injury claim that was notice only.

Lorraine Troiano reported that repairs need to be made to the Middle School Science tables that are very unsteady. Discussion was held and Ms. Troiano will send the tables one at a time to Brian Landry's wood shop for repair.

Denise Johnson reported that the new defibrillators have arrived and have been installed. The old defibrillators are being traded in for credit.

Brian Seam, Technology Director has been contacted concerning placing a spot on the District Website so that employees could email a safety concern that they would like addressed by the Committee. Jennifer Keating will be sending out an email on Friday afternoon informing the staff of the new website.

Ms. Romanski informed the Safety Committee that the audit report has been received and is on file for any member to review.

The May Committee meeting will be held on May 14<sup>th</sup> at 1:30 PM at the EverGreen Elementary School and the June meeting will be at the Robert D. Wilson Elementary School with a short meeting that will conclude with a tour of the buildings.

## **Adjournment**

Lorraine Troiano made a motion seconded by Denise Johnson to adjourn the meeting of the Workplace Safety Committee at 9:00 AM.

The motion carried with all affirmative.

Susan Romanski  
Secretary  
Workplace Committee

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