

**AMBRIDGE AREA SCHOOL DISTRICT  
EMPLOYEE SAFETY COMMITTEE**

**MINUTES**

**September 13, 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, September 13, 2017.

**II. Roll Call**

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

L. Douglas McCausland, Chairperson  
Victoria Pinkerton  
Mary Jo Sivy  
Becky Sheline  
Jeff Lathom  
Debbie Conover  
Jason Roos  
Dave Matzie  
Dave Murphy

Members absent:

Kim Racioppo

**III. Approval of the Minutes from the August 30, 2017 Safety Committee Meeting**

Mr. Matzie moved to accept the Minutes, seconded by Mr. Murphy. Vote in favor was unanimous.

**IV. Old Business**

**a. Fire extinguisher training**

**b. Building inspections**

Will begin in October with the High School. Carolann will send inspection forms to use.

**V. New Business**

**a. Information from Carolann on reporting workplace accidents**

October 19, 2017 admin training  
Future scheduling for secretaries and nurses

**b. Handling an emergency situation when elevators are down**

Checking with Carolann on protocols.

**VI. Review of Workplace Accidents**

**VII. Next Meeting – October 11, 2017 at 2 pm., HS Café Student Lounge**

**VIII. Adjournment**

Meeting was adjourned at 2:10.

Respectfully submitted,

Debbie Conover  
Safety Committee Secretary