

13 REA Health and Safety Report

March

- Note: If you are involved in an incident at work remember to report it to your principal and fill out an incident report. Also, have witnesses fill out a form of their own. The office secretary should have these. (This includes parking lot incidents.) SPECIAL NOTE: Reading Police Department is asking that the school Resource Officer be notified first about accidents/acts of vandalism in school parking lots.
- Remember some services require preauthorization for Capital Blue. Please, read all information you received in the mail.
- Please, remember births and marriages must be reported promptly. Failure to do so could result in denial of benefits. Remember, if any employee gets married, the spouse must purchase coverage from their employer if it is offered.
- Tyson Schoener sewage smell resolved. If there are more issues please let the proper people know.
- Hazard Plan is being worked on lengthy discussion at SAC and health and safety.
- Heating and cooling problems - a crew has been assembled for 2nd shift to begin preventive maintenance.
- Also, remember to hand in your physical reimbursement form to save money. Submit the form to Denise Templin at the Benefits Office.
- If you have any questions or concerns please contact me or the REA office.
- Next meeting will be March 27, 2018

Respectfully Submitted,

Judy Treichler

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