



OAK GROVE SCHOOL DISTRICT
SAFETY COMMITTEE MINUTES
September 15 2015

In attendance:

Neil Rauschhuber
Karen Lemm
Miguel Cruz
Ruth Martin
Brian Brown
Lorie Poublon-Rameriz
Yolanda Jauregui
Colleen Fanciullo

Neil called the meeting to order at 3:35 p.m. and welcomed all.

Introductions were made by each member to start of the new school year for new members of the committee. Neil stated later in the agenda we will reevaluate the responsibilities of each member and committees.

The committee reviewed and approved the June Safety Committee minutes. Yolanda will post the minutes on internet.

Neil explained to the Safety Committee where all the safety plans are located on the internet.

Neil called for committees to report:

- a. Risk Management – Karen gave a report on preventable accidents in July and August.
 - a. July – three accidents. Two of the accidents were preventable. The committee looked at the accidents and declared there was no action to be taken. Employees need to slow down and be aware of their surroundings.
 - b. August – there were 9 preventable accidents. Colleen asked if there could be an additional column so we can decide if additional training is needed for a job function. Karen stated she could add that to the report. The tool box incident has been fixed. The tool box needed repair. The trip and fall had Ledesma was addressed. Neil will move the crosswalk and put up railing.
- b. Mariane Pham- Stated she would bring a report the next meeting for the committee to review.
 - a. A question was asked if we could combine employee accidents with student accidents. It was decided not to since employee accidents are reported as Workers' Compensation and student accidents are liability.

- b. Karen asked if a notice could go to the sites reminding them which form to use for student incidents and which one for employees. Sites are not clear when to use which one. Mariane stated she would send out the information again. It was also discussed the forms need to be updated.
- c. Operations: The M&O and Warehouse Handbooks are being reviewed by M&O for updates. The committee is now looking at a November publication date.
Maps are in the works. Maps will include fire exits, fire extinguishers and pulls, electric and gas turn offs, etc. Mark Finney will have them installed by the Great Shake Out.
Flip Charts – Printed and in the warehouse. Neil asked to have 50 sent to each school for distribution. Ruth will take the lead on the distribution.
Alarm System – Warehouse is on-line. The system connecting all buildings is pending. First Alarm has given a quote to update the current system. A quote is pending on connecting all the buildings on one system.
Fire Drill this month took 5 minutes and 4 seconds. It should take approximately 2 minutes. A few employees did not evacuate as they should. The supervisors of the employees were informed. Everyone must take the drills seriously.
Cameras at DO – an approval has been given to install 20 cameras throughout the DO and M&O. The district has had problems with theft during the evening and weekend hours.
Signage – Signage for buildings to coordinate with sign on fence is in process.
Off site Staging Area: No agreement was reached with VTA. The committee can discuss an off site staging area in the case of an intruder with a gun. Neil informed the committee the DO will have a Run, Hide and Defend training this year.
HVAC – Brian stated there is a two day training in Oakland for the new air conditioners. Neil stated to send in his request to go.
- d. Transportation/Custodial:
The Custodian and Transportation Handbook are in review with staff. A November publication date was noted.
Transportation will have the rebid session for bus routes in October.
GPS are installed in all white fleet. The yellow fleet is almost complete. Should be completed by October 15th. The GPS will give us real time so we will always know where our buses and trucks are.
Radios are being evaluated by Golden State. We have some dead areas in the district. They are looking at repeaters and functions of the radios. The radios for CNS are pending.
Playground inspections – Are being completed by custodians monthly.
Training – The training schedule for the year for M&O has been developed and posted. Other departments are welcome to join any of the trainings.
Accidents – No accidents for the yellow fleet. The white fleet had one minor incident. It was not reportable to the insurance company. Just a scratch.
- e. Site Liaison – Lorie Poublon-Ramirez
Air at Bernal is freezing. Notes went home with kids to have sweaters and jackets at school. Is there a better way of controlling the cold and hot spots? When asked if

other sites were having concerns, Lorie stated the first union meeting was tomorrow. She will know more after the meeting.

Herman only has two water fountains with very low water pressure. Brian will look at them.

The boys bathroom by the cafeteria A wing – sinks are not working. Brian will fix. A work order has been submitted.

Lorie asked why the remodeled bathroom was not open. Neil stated it was part of the church project. The sinks and partitions were not completed.

Sakamoto – black widows were reported.

Heat problems during the heat wave – the district did the best they could with what was available. Moving coolers were sent out to sites with no air. Ruth stated they sent out ice and water to keep students and staff hydrated. Lorie stated she also purchased water and cups.

Haze – mold concern. It was corrected immediately. Staff followed procedures when the mold was found. There were no exposures.

Filter changes – It is recommended filters are placed on a PM program to improve air quality and air circulation.

ARC and red bag – Ruth has been given the responsibility to update the ARCs and red bags. Colleen will assist with the replacement items for the red bags. We need an inventory of how many bags per site need to be purchase and how many need refills. Who should be responsible for keeping the contents updated? Lorie stated they have a teacher that is great at keeping their site red bags and ARC updated. Lorie thinks she would be a great value to the committee in getting the district's emergency equipment standardized. Lorie will ask her if she would join the committee. Lorie will also ask during the union meeting tomorrow which sites have a process and which ones need a lot of assistance. Lorie will let Ruth know in a week what the status is. Colleen will check in next week to see if she can assist.

f. 5 year plan review – Neil reported out.

DO Safety Plan is ready for review. Pending decision if Oscar will be head of the plan. The plan follows the same format as the SB 187 School Site Safety Plan.

EOC an ICS needs to concentrate more this year on providing a comprehensive system for emergencies in the district.

Neil reviewed each committee on the Safety Committee. Lorie and the nurse will join Student Incidents. Brian Brown will join Operations. Lorie will ask another teacher to join the committee. She will hopefully take lead on the inventory of the arcs and red bags.

Fall newsletter was approved for publication. Winter newsletter is homework.

The Scaffolding/Ladder Safety Plan, Scissor Lift Safety Plan and Confined Space Plan were distributed for review. Approval will be called for at the October meeting.

Calendar for next year was distributed. The committee agreed to change the meeting time to 3:00.

Meeting was adjourned at 4:50.

The next meeting will be October 20, 2015 at 3:00pm.