



**OAK GROVE SCHOOL DISTRICT**  
**SAFETY COMMITTEE MINUTES**  
**January 23, 2018**

In attendance:

Fred Dickey  
Sylvia Alvarez  
Colleen Fanciullo  
Yolanda Jauregui  
Val Wood  
Ruth Martin  
Karen Lemm  
Laura Stricker  
Anthony Valdez

Fred called the meeting to order at 3:05 p.m. November minutes were distributed and approved. Yolanda will post on the internet.

Committee Reports:

Karen Lemm gave her report for Risk Management for December.

There were 5 accidents. 4 were seen by a doctor. 1 was FYI only. 1 was preventable. The committee discussed if there were any measures we needed to take to prevent further injury. It was stated that the injury was due to rushing. Employee just needs to slow down a little.

Mariane Pham was absent. Student accidents were not reported.

Fred reported out for M&O:

Vehicle accident – No accidents to report.

Red Straps and hooks – Fred is getting work orders for hooks and straps. The hook method is much more effective than using the hydrolic.

Ruth asked about the “No Short” regulation. She wants to make sure all departments are consistent. Safety is the first concern and shorts should not be worn. Ruth stated it should be in the handbook. Colleen will add it to the Warehouse and CNS. Anthony and Fred stated the employees have been told that shorts were not to be worn.

The receptionist’s panic button was discussed. It was accidently pushed and the police showed up. The blue light in the Superintendent’s area was blinking but no one was in the office at the time. It was suggested more than one light is installed. Fred stated it was in the plans to put in a few more. Fred, Colleen, Anthony and Neil are writing a protocol for the panic button. We just need to decide on the severity. Laura stated Laura Phan thought it should be for a “lockdown” situation. A meeting will be set up to discuss and go over the rough draft of the protocol.

Fred stated the next quarterly training will be in April.

Anthony and Fred reported out for Custodial and Transportation

There was a bus accident. The mirror of the bus hit the mirror of a PGE truck. Kids were offloaded and loaded on another bus. CHP was called. The bus driver followed protocol.

Anthony has purchased 3 Norovirus Misters. Each community will house one. Custodians are trained on using the mister. The mister uses a saline solution and can sanitize a room in just a few minutes.

Site Liaison report was given by Val Wood

Parkview has a gate problem. The key gets stuck in the tumbler. The key got stuck one day. The person went to get some help. When they go back just a few seconds later, the key had been stolen. Fred stated they were having problem with the locks.

Val asked if the gates should be chained during the day to the middle bar. Fred stated if the gate has a panic bar it is against the law to have it chained. It must be unlocked during the day.

Neil reported out on the 5 year plan:

The EOC, ICS and lockdown are continually being worked on. Plastic bins were discussed. Sylvia will order new bins for each job function discussed and will label.

Medical supplies were discussed for the DO. It is not clear what is in the EOC. During the spring drill, the supplies will be inventoried.

Water and food was discussed for sites. It is the responsibility of the site to purchase water and food. The recommendation is to have the custodians dump the old water and refill. The 5 year drops need to be put in the clean water. Anthony will reiterate to the custodians it is their job to dump and refill.

The medical position at the DO was discussed. Should we find out who has First Aid certification and who would like to be on the team? Colleen will send Sylvia a form she has that can be sent out to find out skill sets for employees. Colleen also mentioned the App. for your phone that you can download: [redcrossfirstaid.com](http://redcrossfirstaid.com)

The CNS and Warehouse Handbook are pending. The Warehouse is currently with Ruth. She has a few corrections that she will send to Colleen. CNS is with Terri Anaya.

The spring newsletter was distributed for homework.

Meeting was adjourned at 3:55 pm

The next meeting will be February 12th at 3:00pm.