



**OAK GROVE SCHOOL DISTRICT
SAFETY COMMITTEE MINUTES
November 18, 2014**

In attendance:

Neil Rauschhuber
Miguel Cruz
Kris Kamandulis
Colleen Fanciullo
Yolanda Jauregui
Mary Jane Kanga
Oscar Ortiz
Julie Lee-Miller
Sylvia Alvarez
Karen Lemm
Mariane Pham

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

Neil went over the protocols for the Safety Committee. He asked for volunteers for the committee that had only one member. If the lead is not able to attend, the alternate will report out. Keiko was changed from the Risk Management team (which had 4 members) to Operations (which had 1).

1. Assignments and Reports of Committees

- a. Risk Management – Karen Lemm reported out Oak Grove has 74 open claims. The claims are decreasing. It is great the open claims are under 90. The Return to Work program is very successful and is helping to decrease the open claims. Karen reviewed the site accidents for last year and the current year.

Neil asked about Student Accidents. Karen does not get the information on student incidents. The reports go to the Business Office. Neil asked how we link the information to M&O so they can investigate a property liability. Neil will speak to Laura Phan.

- b. Operations – Neil reported out for David the following:
AHERA report should be almost completed. This is a report on each site reporting the presence of Asbestos.

Chemical Hygiene – David is waiting information from the middle school teachers on the chemical inventory.

M&O Handbook – Is 3/4 completed. The handbook will be ready for review by the M&O committee and HR by mid-December. The timeline is to hopefully go to print mid-January.

- c. Transportation/Custodial:
 - i. Miguel gave the report for Transportation and Custodial.
 - ii. Transportation handbook. Bus Drivers and HR are currently reviewing and editing. Miguel should have the corrections by December 1. After the corrections are made it will go to the District lawyer. The timeline is to go to print mid-January.
 - iii. The Custodial handbook will be shortly following the Transportation Handbook. Principals will receive the updated handbook for review.
 - iv. Joyce asked if bus citations could be updated with a time. Incidents must be entered in the computer. Because there is NO TIME on the form they principals have to make it up. Kathy Harris sent a copy to Miguel so he can align his forms to PBIS. Oscar mentioned a workshop in the Board Room on December 5th if Miguel would like to attend to learn more about the program. The meeting will be from 12:30 – 2:00.
 - v. December 29th will be a training for custodians. The custodians will have training on disinfecting and cleaning, PCB, Back Safety, Ladder Safety and Pest Management.
 - vi. The accident from last month was discussed. The damages are over \$20,000. The committee discussed a plan for disciplinary action for white and yellow fleet vehicle accidents.
 - d. Site Liaison – Not present
 - e. 5 year plan review – Neil
 - i. A District Wide Safety Flip Chart is ready to proof. Neil asked to have the proof sent to the committee for everyone to review and approve. Changes will be sent directly to Colleen. The flip charts will be installed by each door in the district.
 - ii. Maps are presently being worked on. The maps should be in compliance with the 911 system.
 - iii. Run Hide and Defend training is currently being conducted at each site during staff meeting.
 - iv. Oscar inquired about the water barrels and if there is a supply list for the arc. Neil stated barrels should no longer be stored. You ca not guarantee the water is safe. Sites should be storing water. The water should be rotated out on a quarterly basis.
2. Neil asked to add Student Incidents to the reports each month. Mariane Pham will be the lead. This will help the committee know the preventable incidents at sites. Reports are received in the Business Office by the Health Clerks each month. Student injuries should be formally reported to the Business Office within 24 hours if a child hurt. The committee discussed investigations regarding student injuries.

3. Neil called for an approval for the Asbestos Plan. The plan was approved. Yolanda will post.
4. The Lock Out Tag Out plan was distributed for December approval.

To Dos:

Add Student Incidents to the agenda.

Send Safety Flip Chart to committee for review.

David will follow up with middle school teachers to complete the Chemical inventory for SIG.

Sylvia will follow up on inventory for arc.

Read and edit the Transportation Handbook.

Read and edit the M&O Handbook

Read and edit the Custodial Handbook

Read and edit the Lock Out Tag Out plan

Yolanda post the new IIPP and Asbestos plan.

Yolanda post the October Safety Committee minutes

Next meeting: December 16, 2014 at 3:45 p.m.