



Safety Committee Meeting Minutes

January 28, 2014

3:30 pm to 4:30

In attendance: Neil Rauschhuber, Miguel Cruz, Kevin Baker, Kathy Harris, Keiko Mizuno, Karen Lemm, Yolanda Jauregui, Angela White, Jeannette Edwards, Joyce Millner, Colleen Fanciullo

Absent: Mike Green, Steve Hosler, Chris Jew, Jasmine Miguel, Sylvia Alvarez, Sheila McComville

Reported out that Steve Hosler has retired.

Neil Rauschhuber opened the meeting. He thanked everyone for attending. He called for an approval of the December Safety Committee meeting minutes. Karen Lemm made two corrections: Sheila George goes by Sheila McConville; Page 2 .. Colleen Fanciullo”has been hired....” Change to “retained as a consultant...” With the above changes the minutes were approved by Miguel and seconded by Karen. All approved. The minutes will be posted on the intranet. Neil stated technology was creating the Oak Grove intranet and should be completed in approximately 90 days. To be in compliance with OSHA all minutes and policies will be posted so employees can access them at any time.

It was reported out that Mike Green’s position on the Safety Committee needs to be replaced by an AFSCME member. Diane Vertullo has voiced an interest in joining the committee. The committee agreed to replace Mike’s name with Diane. Neil will be in contact with her.

Neil reviewed the Safety Committee teams. He stated the Chair and Co-Chair are filled. The Safety Committee still needs a secretary. Neil called for a volunteer. No one volunteered so Neil called for nominations. Diane Vertullo was nominated. Neil asked Yolanda to bring her up to speed with the responsibilities. Yolanda agreed.

Kevin Baker reported out for the **District Comprehensive Safety Report Committee**. He stated the committee was working on bringing the District in compliance with the OSHA requirements. This month they have been working on the IIPP, Bloodborne Pathogenes, Ergonomic Plan, Heat Illness Prevention Plan, Work Place Violence Plan and the Pest Management Plan.

Miguel Cruz reported out for the **Transportation Committee**. Miguel stated last year the District had 14 bus accidents with students onboard. 9 were the fault of the District. This year so far OG has had 3 accidents. 2 were the fault of the District. Miguel showed the Safety Committee a video of a hit and run that involved one of the OG buses. 5 students were onboard. No one was injured. The driver was never caught.

Miguel also reported out on custodians. The custodial team has been asked to wipe down countertops, knobs etc. to help curtail the spread of the flu. Miguel also sent a CDC link to the principals on How To Clean Schools during a flu outbreak. The custodial staff will do another deep cleaning during ski week.

Hand sanitizers were mentioned. Would it help to send hand sanitizer bottles to the sites. Karen mentioned we sent hand sanitizers in the past from the Safety Committee using the Ergonomic credits from SIG. Karen will research what we did in the past. Neil asked Karen if she would head up the project to send the bottles out. She agreed she would.

Angela reported out for the **Site Liaison Committee**. She thanked Neil for following up on the Community Center gymnasium cleaning. Neil reviewed the contract and stated OG was going to add 2 hours a week to the cleaning of the gym. He had a meeting with Jeremy. The room must be delivered in usable condition to each group. Neil stated whether it is cleaned by us in the evening or in the morning, OG will add ½ hour a day to clean the gym. The recommendation was made that our custodian cleans in the morning before students use the gym. Neil and Miguel agreed. The OG custodian will clean from 7:30 – 8:00 each morning.

Angela asked about the installation of the pull up bars. The pull up bars were removed when Chevron installed the solar panels. Neil has contacted Chevron and they stated the installation of the bars was not in their scope of work. Neil asked Miguel and Kevin to follow up in getting the bars installed.

Angela asked if there could be a standard form that teachers and staff would fill out when needing work completed. The form would give more information to the M&O group such as when the room is available, concern, importance of the job..etc. The team discussed the importance of a face to face so the person submitting the work order knew the status. Joyce also stated the principal needs to be involved. Neil stated OG was moving to a new Work Order platform. The District will be using School Dude. Hopefully, the new platform will resolve many of the concerns. The District will be running the new platform and the current one concurrently beginning March 1. The principals will be able to pull a report that shows the status of the work orders and also the priority of the work needed to be done. School Dude will hopefully improve communication concerns.

Angela requested a camera update. The project is moving forward. Kevin contacted the company for information but has not had a return call. Portable cameras have been researched.

Clean up day was discussed. Principals are to contact Kevin to order a pod. Karen asked if a letter can be sent asking employees and students to clean safely. We do not want our staff or students injured during the clean up project.

Angela asked if the newsletter can be sent out in PDF form. It was agreed all newsletters will be sent out in PDF form.

Refreshing school sites to stay in competition with charter schools was discussed. Neil stated they are doing site audits and sites will be worked on during the summer. There is no modernization money left so we will do what we can with the budget available. It was discussed just some elbow grease and good cleaning would help a lot. Carpet and roofing will be the highest priority along with good housekeeping. Health and safety are always the highest priority.

Kathy Harris stated we needed to acknowledge good behavior and work ethics through positive reinforcement. A Thank You or Good Job goes a long way. All agreed.

Pest management at the DO was discussed. The work is in progress. Terminex is very restricted what they can do. Sticky traps is about all they can do. The maintenance team has worked on most of the thresholds. Neil asked if the committee members could have the hard conversation with employees when they see employees storing food, candy, etc. The staff can move in an aggressive manner but we also need to take the food away from the pests so they are not attracted to the environment.

Karen Lemm reported out for the **Risk Management Committee**. She will bring an update on the monthly injuries next month. In February she will be attending a quarterly claim review with Keenan an SIG. OG currently has 89 open claims. The committee agreed the Return to Work program is working well. Keiko asked if she could get a list of modified workers. She may be able to use some extra help. Karen stated in the past departments were asked to submit projects they would have if they had an extra pair of hands. This helps guide Karen on where to put a modified worker. Karen stated they always have an interactive meeting with an employee when they return to work, whether it is to their usual and customary job or a modified job.

Yolanda stated that Joyce Millner would like to join the Risk Management Committee.

Neil Rauschhuber reported out for the **5 Year Plan Committee**. Shelter In Place training has been set up with two retired SJ policemen. Kevin is scheduling the training sessions at the sites currently. The new "Fight or Flight" will be part of the new protocol and training. Drills should include the new protocol. Practice always helps. Radios have been audited and made usable. Neil is working with the District Advisory Committee.

Neil stated a draft of the Spring newsletter has been handed out. Please review for discussion next month.

Neil called for an approval of the Integrated Pest Management Plan. The team received the plan last month to review. Joyce approved the plan to go forward. Karen seconded. All committee members approved. Neil stated this month the committee's homework is to review the IIPP, Bloodborne, Ergonomics, Workplace Violence and Heat Illness Prevention Plans. The plans are in the packets. Please submit revisions so we can approve in February. At the February meeting we will hand out the Respiratory Plan for review for a March approval. Hazardous Communication Plan will be reviewed in April for a

May approval. Each month we will review a plan. The goal is to bring all plans in compliance with OSHA.

Next meeting is February 25th at 3:30.

Meeting adjourned at 4:45.