



OAK GROVE SCHOOL DISTRICT
SAFETY COMMITTEE MINUTES
January 27, 2015

In attendance:

Neil
Miguel Cruz
Colleen Fanciullo
Oscar Ortiz
Karen Lemm
David Van Deren
Jeannette Edwards

Neil called the meeting to order at 3:48 p.m.

The committee reviewed the December Safety Committee minutes. Yolanda will post the minutes on internet.

Neil called for committees to report out:

- a. Risk Management – Karen Lemm reported out Oak Grove had nine preventable accidents this month due to carelessness. Employees need to slow down and be aware of their surroundings. There were two incidents dumping trash. Miguel reported we have completed back safety training, ergonomics, proper procedures for trashing, etc. We will review the procedures at the February training.

Neil mentioned the “hit head on hanging TV”. How would M&O know there was a concern? How can we close the loop so M&O can be notified of the incident so they can evaluate if there is a maintenance concern. M&O then needs to let Karen know the work order was closed.

Work orders were discussed. Whose responsibility is it to notify the site to submit a work order? David stated he will look at School Dude to see if they have a Workers’ Comp module that could shot Karen notification the work order was closed.

Karen stated the District will be holding the WC claim review on February 11th with Laura, Sheila, Karen, Keenan and SIG. Karen explained to the committee what happens at a claim review and why.

- b. Student Incidents – Mariane Pham was absent. Neil stated he will work with Mariane to let her know what the committee is looking for and why.

- c. Operations – David stated he reviewed the Lock Out Tag Out and Hearing Conservation Plan. Both look good. He stated he recommends they are moved forward for an approval. Neil asked for the committee to approve. The committee passed the plans.

Chemical inventory was started but is not moving forward right now. SIG stated the teachers needed to have the SDS for each chemical and correct storage. The report submitted suggested the chemicals were not properly stored. One middle school has not submitted a report at all. Colleen stated that the chemical inventory is late to SIG and could affect the insurance renewal.

The M&O handbook is with AFSCME and HR waiting for their comments. Site Maps are pending.

AHERA report is completed. Each site will receive a hard copy. David will send out and will suggest sites should keep the report with the mandated IIPP in the front office. Neil stated he would like a copy of the site report on the website. David needs to contact the company to get a soft copy.

Chemical Inventory – David is waiting for one middle school (Bernal) to turn in their chemical inventory. David handed in the other middle schools so Colleen can include in the Chemical Hygiene plan and Kris can turn it in for insurance renewal.

Smoking and Hours of Operation signage – David is working on the signage. He is also waiting for 2 bids to fix the handicap door.

Solar Update – Neil stated phase 2 has been down since November. The inverter on the panels failed. They have not been repaired or replaced. The rebates on Phase 2 is approximately \$18,000 per month. The District is not currently receiving the rebates while the panels are down.

The District is in aggressive negotiations with Chevron.

January 1, 2015 the regulations on the IPM plan changed. The District's plan has been updated to be in compliance. The Pest Control Maintenance job description was also updated. Colleen will bring back to the committee next month for review.

- d. Transportation/Custodial: Miguel gave the report for Transportation and Custodial.
- i. Transportation handbook – The handbook is ready to move to legal.
 - ii. The Custodial handbook will be shortly following the Transportation Handbook. Principals and HR will receive the handbook for review. Then it will go to legal. Neil asked if the committee can review. Miguel will forward the handbook to them.
 - iii. December 29th training for custodians at Christopher went well. The custodians had some questions and concerns about the training on disinfecting and cleaning,

Miguel will discuss the training with the vendor. PCB, Back Safety, Run, Hide and Defend were also presented. February training will include OSHA required subjects, such as pest management, fire prevention, chemical hygiene, confined spaces, hearing conservation and storm water regulations. April training will include scissor lifts and forklifts. Some of the custodians need to use the scissor lift to change lights in the two and three story schools.

- iv. Bus accidents – none. Miguel is going to conduct a training for the drivers on seizures and proper protocol when a student has a seizure on the bus.
 - v. Five vehicles have been surpluses for around \$20,000.
 - vi. Annual safety training will be conducted with the white fleet like the yellow fleet. A check off list has been created for the drivers to complete. Miguel is also creating a Vehicle Protocol when the drivers are on the District property and city streets.
 - vii. Storm water samples were taken and are being analyzed. The District is in compliance with OSHA regulations.
- e. Site Liaison – Not present.
- f. 5 year plan review – Neil reported out:
- i. The District needs to complete the site maps before we move forward on Safety Flip Charts and EOC training.
 - ii. Neil informed everyone that there will be a DO fire drill on February 10th. He will send out a notification to the employees and unions on February 1st. Staging Areas were discussed. Colleen will forward the present chart to Neil so it can be revised. AB and C will be removed and everyone moved down. He may split Business since the department is so large. Neil will contact VTA to see if we can use their area by the fence as an “offsite” staging area.

Newsletter: The spring newsletter was approved after the first sentence of the first page is revised. The date should be removed. The April drill is canceled since it interferes with the testing period.

Next meeting: February 24, 2015 at 3:45 p.m.