



Safety Committee Meeting Minutes
December 10, 2013
3:30pm to 4:30pm

In Attendance:

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

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

Neil Rauschhuber opened the meeting. He discussed with the group the purpose of the meeting and how the group will be structured this year. Committees will be formed and each member is to join one team or more. Committees will report out each month at the Safety Committee. The Safety Committee is responsible for ensuring that the District provides all students and staff with a safe and healthful workplace. The Safety Committee is intended to standardize various safety programs and procedures into an effective, uniform program and to ensure compliance with State, Federal and local safety regulations.

Neil asked for approval of the October Safety Committee minutes. Jeannette approved, Karen Lemm seconded. Members unanimously approved.

Colleen Fanciullo stated OSHA required the monthly minutes to be posted for all employees to read.

Neil presented the committees he would like to form:

- District Comprehensive Safety Report
- Transportation
- Site Liaison
- Risk Management
- 5 year plan review

The committee discussed the responsibility of each committee.

Neil stated he appointed the leads on each team. He is asking each Safety Committee member to join a team. If a committee member has not joined a team by January, he will assign them.

The lead on each committee is:

- District Comprehensive Safety Report – Kevin Baker
- Transportation – Miguel Cruz
- Site Liaison – Jasmine Miguel
- Risk Management – Karen Lemm
- 5 year plan review – Neil Rauschhuber

Angela White joined Site Liaison.

Keiko Mizuno joined Risk Management.

Chris Jew was appointed to 5 year plan.

The committee leads will report out at the Safety Committee meeting.

He continued discussing the Safety Committee staffing. He stated he would be the chairperson. He asked for a volunteer for a Co-Chair. Kathy Harris volunteered. He stated the committee needs a secretary. Due to the absence of a few of the Safety Committee members, the position is TBA. He will appoint someone by January.

Neil asked Colleen Fanciullo to introduce herself to the committee and her role on the Safety Committee. Colleen stated she has 24 years of Risk Management and Human Resources experience and has been retained as a consultant by M&O to review policies and procedures to ensure they are in compliance with State, Federal and local laws, regulations and guidelines.

The Safety Newsletter was presented. Neil stated the committee will publish a quarterly newsletter to all employees as an educational tool. All employees must be informed of plans and procedures to help guarantee and safe and healthy workplace. The committee reviewed the newsletter. The suggestion of typing the Safety Committee team on the front page was made so employees know who is publishing the information. Colleen will make the change. Kathy also suggested that HR approved the newsletter before it is published since harassment and sexual harassment are their responsibility. Neil will meet with Adam before he publishes. Committee approved the newsletter with the suggested changes and approvals.

Neil asked Safety Committee members to make suggestions on articles. Keiko asked if emails of Safety Committee members could be shared. Yolanda will send to everyone. Neil also stated we will have a group created on email for the Safety Committee.

Angela suggested an article in June regarding closing schools. Teachers would really appreciate the information. Kathy suggested an article on the new thought on reacting to an intruder. The new “fight or flight” is a change in the shelter in place procedure. Neil stated a presentation would be made to the principals on December 11th. After the procedure is discussed as a change for Oak Grove, the committee can then discuss how we want to proceed in educating all employees. The discussion will be added to the January 28, 2014 meeting.

The Integrated Pest Management Program (IPM) was introduced. Neil stated it was the committees’ homework to edit. All changes should be to Kevin Baker by January 20th. The revised plan will be brought to the January 28th meeting for final approval. Kathy asked if the

Board has to approve plans. Kevin stated they can if that is what the committee wants but it is not necessary. We are asking the Safety Committee to make the final approval. Neil explained each month a new plan would be introduced. The committee will have a month to review to come back to the following meeting for approval. A lead will be assigned to each plan. Kevin the lead on IPM. He will also be lead on the January plan, Injury and Illness Prevention Plan (IIPP).

Angela asked what the correct process is when there is a reoccurring concern with black widows, rats, etc. Neil explained what the process should be. The concern should not wait for the next Safety Committee meeting. During the Safety Committee meeting each team should discuss with the group any safety or health concerns, including pest management.

M&O now has a contact for proactive measures with controlling pests. When a recommendation is submitted to M&O from Terminix, a work order will be created to fix the concern whether it is a gap under a door, food in the classroom, or landscaping too close to the buildings. A policy must be adhered to stating employees cannot have food in the classroom or office area. Food must be kept to the cafeteria and lounge area only. Food must be stored properly or the pest control will not work.

Angela asked if the procedure is followed through the work order process but the concern has not resolved itself, what do teachers do next. Neil stated Kevin should be contact for building concerns or Miguel for Grounds. He also stated to place important information on the work order such as when the classroom is available, if the teacher wants to be contacted personally, etc. Kathy suggested "I Was Here" card. That creates a good feeling that someone is working on the concern. The lack of communication with staff members creates a feeling that no one is working on a problem. Karen also stated a teacher or staff member can always check the sign in sheet that someone was there.

Angela asked what a good turn-around time should be on a work order. Neil stated his expectation is a contact with a site member should be within 24 hours of receiving a work order. Their contact is usually the principal. M&O try very hard not to interrupt instructional time.

Clean up day was discussed. The principals stated the November AB day was too soon. Neil suggested having large trash bins delivered to each site the last few days of school. Committee thought that was a good idea. A clean up day has not been a standard process at Oak Grove. It was suggested each year we could have bins delivered the last week of school.

Cameras at sites were discussed. M&O is researching the history of the cameras and placement at Oak Grove sites. It is still unclear where they cameras came from and the vendor. Karen suggested we contact Steve Hosler. SIG applied for Grants and may be involved. It was asked if the Board approved the cameras. There may be a liability concern. M&O is looking at the whole project regarding security and safety at the sites. A standardized plan should looked at which involves how aggressive we want to be and the cost.

The meeting was adjourned at 4:45