



**Safety Committee Meeting Minutes**  
**February 25, 2014**  
**3:30 pm to 4:30**

**In attendance:** Miguel Cruz, Kevin Baker, Karen Lemm, Yolanda Jauregui, Jeannette Edwards, Colleen Fanciullo, Chris Jew,

**Absent:** Jasmine Miguel, Sylvia Alvarez, Sheila McConville, Neil Rauschhuber, Kathy Harris, Keiko Mizuno, Angela White, Joyce Millner,

Reported out that Steve Hosler has retired. Update the January minutes attendance list.

It was reported out again that Mike Green's position on the Safety Committee needs to be replaced by an AFSCME member. Diane Vertullo had voiced an interest in joining the committee but declined.

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. Last month we approved the Pest Management Plan. This month we will approve the IIPP, Bloodborne Pathogenes, Ergonomic Plan, Heat Illness Prevention Plan, Work Place Violence Plan. Next month the committee will approve the Respiratory Plan.

Miguel Cruz reported out for the **Transportation Committee**. He reported there were no accidents since the last report. The bus driver from the hit and run last month is suffering from an injury caused by the accident.

No report from Site Liaison.

Karen Lemm reported out for **Risk Management**. She handed out an injury and illness report for the year. The report was tallied by site, by injury and by job classification. We can use the report to move forward on proactive training. Karen did mention that ergonomic studies will continue for clerical jobs. Proper chairs and proper set up will reduce repetitive injuries.

Hand sanitizers were mentioned. Karen stated she would make sure the sanitizers were out by the end of next month.

Kevin Baker reported out for the **5 Year Plan committee**. He stated Neil was going to present to the Board on February 27<sup>th</sup> the new emergency procedure that included "fight or flight".

Kevin called for an approval to publish the Spring Safety Committee newsletter. Karen had one correction. Miguel motioned for an approved. Jeanette gave the second. All motion was approved. Colleen stated she would have a draft of the Summer newsletter to the committee at the next meeting.

Kevin called for an approval for the IIPP, Bloodborne Pathogen, Ergonomics, Workplace Violence and Heat Illness Prevention Plan. A few typo corrections were made. Chris asked if the plans needed to be updated annually. Colleen stated the Safety Committee should review all plans annually and update them. Chris asked if we need to train annually on the IIPP. Colleen stated “yes”. The IIPP document can be a reminder in the Safety newsletter where it is located. Karen and Sylvia go around during the year to departments and sites to discuss how to report injuries and illnesses. Bloodborne Pathogen training must be a full training in person to jobs at risk.

Inspections were discussed. Currently, inspections will be the responsibility of M&O. It was discussed that Lead Custodians will be trained on conducting the monthly inspections. Chris suggested Principals are involved so they understand the importance of a hazard report. All agreed. Chris asked if the plans needed to be updated annually. Colleen stated the Safety Committee should review all plans annually and update them. Chris asked if we need to train annually on the IIPP. Colleen stated “yes”. The IIPP information can be a reminder in the Safety newsletter, during staff meetings, etc. Employees must know where the document is located. Karen and Sylvia also conduct trainings during the year with departments and sites to discuss how to report injuries and illnesses. Bloodborne Pathogen training must be a full training in person to jobs at risk.

Karen asked if the documents should be given to new employees. Colleen stated “yes”.

After the discussion, Kevin called for an approval. Karen motioned for an approval. Miguel gave the second. The motion was approved by the committee.

The Respiratory Plan was distributed for the Safety Committees review. All corrections should go to Kevin, Miguel or Colleen before the next meeting. The committee will have an action item in March to approve the plan.

Next meeting is March 25<sup>th</sup> at 3:30.

Meeting adjourned at 4:15.