



OAK GROVE SCHOOL DISTRICT SAFETY COMMITTEE MINUTES AUGUST, 2017

In attendance:

Fred Dickey
Karen Lemm
Ruth Martin
Oscar Ortiz
Mariane Pham
Sylvia Alvarez
Neil Rauschhuber
Colleen Fanciullo
Anthony Valdez
Yolanda Jauregui
Dominic Rizzi

Neil called the meeting to order at 3:00 p.m. June minutes were distributed. Yolanda will post on the internet.

Neil discussed the purpose of the committee. He reminded everyone the meeting was to discuss safety issues and concerns. He went through each committee team to update the members.

Committee Reports:

Karen Lemm reported out for Risk Management for July:

There were 3 accidents. 1 was preventable. The committee discussed preventative measures that could be taken to reduce similar incident. Protective equipment needs to be worn. M&O had a PPE training but will review.

Mariane Pham reported out on student accidents.

There were 5 accidents. Playground incidents but equipment was in good condition. The accident was due to student horseplay.

Neil discussed playground inspections that custodians perform monthly.

Fred reported out for M&O:

Site maps are finished. Fred stated evacuation areas were relooked at and revised. Also, evacuation areas should not be under the solar panels. Maps are being laminated. Neil wants to urge that every site looks at their maps to make sure they are correct. They should also be placed in the SB187. Colleen will add to her site emergency preparedness training workshop.

M&O had the first quarter training session on July 11, 2017. The topics were IIPP, bloodborne pathogens, ergonomics, heat illness, workplace violence, discrimination, harassment, sexual harassment, bullying, child abuse reporting, Americans with Disabilities, Emergency

Preparedness, Playground Safety, and Safety Plans. After the training was the June make up session.

The second quarter will be November 20th. Neil stated other departments are welcome to attend. Colleen will send Ruth reminders before the session. Warehouse may benefit from the sessions.

Ruth asked about Forklift Training. She believes the three years may be up. She will research. Colleen stated she was not certified to do the training. The vendor usually provides the service.

Fred reported one of the vans were stolen. It was recovered with little damage other than stolen tools.

Anthony reported for Custodial and Transportation:

There have been 3 or 4 bus accidents.

The department has also had worker compensation injuries. The injuries are being addressed. Transportation had their annual training on August 7th and 8th.

Ruth and Dominic reported out for Site Liaison

Ruth asked about flip charts. They are out. They sent what they had left to Herman but was not enough. It was agreed the Print Shop will print the flip chart "as needed".

Red Straps for lockdown were discussed. Neil gave approval to order 200 more. The DO is short. Yolanda will order.

Emergency supplies and red bags were also discussed. Ruth just sent equipment out last year. She does not do red bag supplies. Oscar asked how he gets a red bag to fill. Ruth has extra. Will send Oscar 2. Fred also gave Oscar two red straps.

Dominic asked if meetings could be moved to Monday. Elementary School sites have their staff meetings on Tuesday. It was agreed the meetings will move to Mondays. Colleen will update the calendar.

Neil reported out on the 5 year plan:

The EOC, ICS and lockdown are continually being worked on. The updated district ICS chart was distributed. Lindsey Munoz will be placed in Medical slot. Colleen will place in the DO Emergency Preparedness Plan.

The conversion of the school bus to an Emergency Center is in progress. It has been gutted. The tables that are in the arc will be placed in the bus. The bus was previously in an accident. We bought it back for \$2000.

A sample of a parent letter was distributed that one of our schools use. It would be a good way to get food and water to the sites. Do we want to standardize and send the sample to sites?

The 2017-2018 M&O training schedule was distributed.

The annual Run, Hide and Defend schedule was distributed.

The CNS and Warehouse Handbook are in motion.

Laura Phan's group working on a mock incident for the Great Shake Out.

September newsletter will be sent out electronically for edits.

City of San Jose issued AM radios to us so we can listen in should there be an emergency.

Ruth asked which radios to use or who do we go to for radios. It was suggested to go to Costco to get the two way radios for office to talk to yard duty employees. Also can look at Amazon.

Meeting was adjourned at 3:45 pm

The next meeting will be September 25, 2017 at 3:00pm.