

**COAST UNIFIED SCHOOL DISTRICT  
SAFETY COMMITTEE MEETING AGENDA**

**DATE:** Tuesday, February 16, 2021  
**TIME:** 3:30 PM  
**LOCATION:** Via Zoom

**MISSION STATEMENT**

The CUSD Safety Committee is dedicated to building a culture of Safety through training, education, and policy development with the intent of achieving and maintaining a safe, healthful working environment.

**GOAL**

The goal of the CUSD Safety Committee is to effectively eliminate accidents and illnesses by involving Staff and Supervisors alike in identifying hazards and suggesting ways to eliminate and prevent them from occurring.

**CALL TO ORDER**

Safety Coordinator, Don Adams will call the meeting of the Safety Committee to order.

**ROLL CALL**

Assistant Coordinator, Christie Cosme will take attendance of Committee Members:

<b>Don Adams</b>	<b>Rachel German</b>	<b>Sarah Johnston</b>
<b>Christie Cosme</b>	<b>Lindsay Harrod</b>	<b>SIPE Representative</b>
<b>Annie Lachance</b>	<b>Jan Boughter</b>	

**APPROVE MINUTES**

Committee members will consider approving the meeting minutes from meeting on January 19, 2021.

**BUDGET REPORT**

Coordinator, Adams will report on the following budget:

	<b><u>BEGINNING</u></b>	<b><u>CURRENT</u></b>	<b><u>EXPENSE</u></b>	<b><u>ENCUMBERED</u></b>	<b><u>ENDING</u></b>
	<b><u>BALANCE</u></b>	<b><u>BUDGET</u></b>			<b><u>BALANCE</u></b>
Grant Fund - 0066	\$-6.20	\$4,420.00	\$4,419.43	\$0.00	\$-5.63
Premium Rebate - 0071	\$13,708.21	\$4,500.00	\$3,821.43	\$1,068.00	\$13,318.78
District Match - 0072	\$1,128.04	\$4,980.00	\$1,061.78	\$0.00	\$5,046.26
Credit Funds - 0073	\$2,447.25	\$1,075.00	\$0.00	\$0.00	\$3,522.25
Disc. Funds - 0073-0074	\$-1,162.90	\$2,000.00	\$381.14	\$0.00	\$455.96
<b>Balances</b>	<b>\$16,114.40</b>	<b>\$16,975.00</b>	<b>\$9,683.78</b>	<b>\$1,068.00</b>	<b>\$22,337.62</b>

**Budget Expenditures**

Current Expenses  
 Encumbrances  
 Gift Cards  
 Rebate / Credit / Disc.

### **OLD BUSINESS**

Coordinator Adams will report on the following Old Business that does not require committee action:

- Nothing to report

### **NEW BUSINESS**

Coordinator Adams will report / discuss the following:

- Content for the Safety Newsletter was submitted to SIPE on 2/11/21. SIPE will put together the format and add safety information. SIPE will return a draft back to us for changes or printing by: April 15<sup>th</sup>.
- Claims Data for January 2021
- We still need a design for the Safety Committee Logo. Has anyone come up with anything?

### **FUNDING REQUESTS**

Coordinator Adams will report on the following, then the Committee will vote:

- Request from Annie Lachance for half the cost of a Height Adjustable Base & Credenza and 3 – Height Adjustable Chairs be paid with safety funds – Total \$2,078.77
- Request from Suzette Morrow for an Ergonomic Chair – Total \$151.00
- Request from Sarah Johnston for an Ergonomic Chair – Total \$151.99

### **SAFETY INCENTIVE PROGRAM**

Coordinator Adams will report on the following, then the winner of the Quarterly Drawing will be chosen:

- SIPE Monthly Safety Topic – Air Fresheners
- Caught In The Act – No nominations received
- Safety Concerns / Suggestions – No nominations received
- SIPE Quiz Winner – Ruby Cambron – CGS
- Get Trained Online Trainings – Susan Padgette
- Quarterly Certificates of Completion –

### **ACCIDENTS OR NEAR HIT MISSES**

Coordinator Adams will report on the following injury data, accident reports and near hit misses.

Committee will discuss types of injury, how it occurred and corrective action to prevent the accident from happening again:

- Nothing to report

### **EMERGENCY PREPAREDNESS, EVACUATIONS, FIRE DRILLS**

Coordinator Adams will report on the following drills, evacuations, emergency trainings that have taken place:

- Nothing to report

### **HAZARD IDENTIFICATION, EVALUATION, AND CONTROL**

Committee discussion regarding corrective action of identified safety hazards by committee members, employees, and supervisors.

### **SAFETY TRAINING AND EDUCATION**

Coordinator Adams will report on any recent trainings and committee members to recommend trainings, refreshers, and emergency response trainings.

- 2/11/21 – Forklift Training – MOT Department

### **COMMITTEE MEMBER COMMENTS / REPORTS**

Committee Members to report on various activities and issues that do not require board action.

### **NEXT MEETING**

- Friday, March 19, 2021 – SIPE Countywide Safety Workshop
- Tuesday, April 20, 2021

### **ADJOURNMENT**

Coordinator Adams to order meeting adjournment.

Christie Cosme  
Asst. Safety Coordinator