

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

DATE: Tuesday, April 20, 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:

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

APPROVE MINUTES

Committee members will consider approving the meeting minutes from meeting on February 16, 2021.

BUDGET REPORT

Coordinator, Adams will report on the following budget:

	<u>BEGINNING</u>	<u>CURRENT</u>	<u>EXPENSE</u>	<u>ENCUMBERED</u>	<u>ENDING</u>
	<u>BALANCE</u>	<u>BUDGET</u>			<u>BALANCE</u>
Grant Fund - 0066	\$-6.20	\$4,420.00	\$4,419.43	\$0.00	\$-5.63
Premium Rebate - 0071	\$13,708.21	\$4,500.00	\$4,128.14	\$3,146.78	\$10,933.29
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
Balances	\$16,114.40	\$16,975.00	\$9,990.49	\$3,146.78	\$19,952.13

Budget Expenditures

Current Expenses	Ergonomic Chairs (Johnston, Morrow)	0071	\$306.71
Encumbrances	Height Adjustable Chairs (DO Staff)	0071	\$566.82
	Height Adjustable Desk Conversion (Cosme)	0071	\$1,511.96

OLD BUSINESS

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

- The 1st Edition of the CUSD Safety Newsletter was sent out district wide on February 26, 2021.

NEW BUSINESS

Coordinator Adams will report / discuss the following:

- Claims Data for February and March 2021

FUNDING REQUESTS

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

- Request from Megan Dedic for an Ergonomic Chair – Total \$151.00
- Request from Julie Castle for an Ergonomic Chair – Total \$151.00
- Request from Ginna Mueller for an Ergonomic Chair – Total \$151.00
- Request from Jan Boughter for an Ergonomic Chair – Total \$151.00
- Request from Kim Gray for an Ergonomic Chair – Total \$117.98
- Request from Sarah Moore for a Taller Height Stool – Total \$125.47
- Request from Toni Mertens for an Adjustable Height Desk – Total \$713.00
- Request from Megan Ender for an Adjustable Height Desk – Total \$713.00
- Request from Lori Nunez and Maria Sison for Ergonomic Adjustable Under Desk Footrest – Total \$70.49

SAFETY INCENTIVE PROGRAM

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

- SIPE Monthly Safety Topic – Power Strip Safety
- Caught In The Act Drawing – 2 Nominations Received
- Safety Concerns / Suggestions – None received
- SIPE Quiz Winner – Juan Espinoza – MOT
- Get Trained Online Trainings – Susan Padgette - CGS
- Newsletter Trivia Drawing – 10 Participants

ACCIDENTS OR NEAR HIT MISSES

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

- Report Only – A van driver tripped over a parking bumper and fell on her face. Employee refused medical attention.

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.

- Nothing to report

SAFETY TRAINING AND EDUCATION

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

- Don Adams provided all MOT personnel training on the CUSD COVID-19 Prevention Plan (CPP) per Cal-OSHA regulations.

COMMITTEE MEMBER COMMENTS / REPORTS

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

NEXT MEETING

- May 18, 2021

ADJOURNMENT

Coordinator Adams to order meeting adjournment.

Christie Cosme
Asst. Safety Coordinator