



**OAK GROVE SCHOOL DISTRICT**  
**SAFETY COMMITTEE MINUTES**  
**July 26, 2016**

In attendance:

Neil Rauschhuber  
Fred Dickey  
Karen Lemm  
Yolanda Jauregui  
Colleen Fanciullo  
Sylvia Alvarez  
Mariane Pham  
Oscar Ortiz

Neil called the meeting to order at 3:03 p.m. and welcomed all.

The committee reviewed and approved the May Safety Committee minutes. The June meeting was canceled due to a conflict. Yolanda will post the minutes on the internet.

Committee Reports:

Karen Lemm/Risk Management report out. There were 6 employee accidents for the month of June. 3 were discussed as preventable. The committee discussed how the District could prevent further injuries.

Karen stated all the employees that are injured do not call the District nurse. It is imperative the nurse is contacted. It is a mandatory requirement, effective January 1, 2016, to contact the Company Nurse first to report ALL injuries or illnesses. The nurse will advise the employee on whether or not to obtain treatment by a medical professional.

Fred mentioned the TV monitors that were discussed last year. Some of them have been removed and some have not. The work orders coming in are not specific enough on which ones should be removed. The committee discussed different means of communicating with the sites and placing clear work orders.

Mariane Pham reported out she will report on June and July next meeting. She was unable to pull a report for the meeting.

Fred reported out for M&O, Custodial and Transportation.

The June and July training have been completed. The custodians have also taken the new DPR and HAS training on pest management and disinfectants. Certificates have been distributed and will be hung in their custodial area. Copies have been made for their M&O folders.

The alarm system is not completed. Fred will yell through the buildings to evacuate for the schedule fire drill. The fire drill was discussed. The drill was moved to August 9<sup>th</sup>.

The M&O handbook will go to print this week. Sylvia asked about the Transportation and Custodial handbook. They are completed. Sylvia will start handing them out during New Employee Orientation. Colleen stated Warehouse is pending. Neil mentioned creating a handbook for CNS. Neil asked Colleen to contact Laura Phan to discuss the handbook.

Site Liaison: Absent

Neil reported for the 5 year plan review committee:

Lockdown straps have been purchased and will be distributed to the sites.

Chemical inventory and removal have been completed at all the middle schools. Updated chemical hygiene plans were sent to the sites. Colleen also sent SIG a copy.

Disinfectant wipes and training were discussed. Sylvia stated Andy was working on it. Colleen updated the Integrated Pest Management Plan to include the new law on disinfectants. The chemicals used at the District were also updated. Thank you to Lisa Amato for contacting Terminix. Colleen stated the list should be reviewed. If the Kitchen or other facilities use additional chemicals, please notify her and she will revise the plan. The Student Handbook should also be updated. Neil asked if he could get a copy of the Student Handbook for his files. Oscar will get him a copy.

The Safety Committee approved the Underground Storage Plan. He stated they also insured the storage area.

The Welding, Cutting and Brazing plan was distributed for review. Colleen mentioned the training for a welder must be done by an outside contractor. Welding requires a specialized training. Neil asked about the training and certification. Colleen will research. Sylvia mentioned if we are going to ask our guys to weld and obtain certification we will have to look at the job description and postings. If the guys want to be certified the District can look at the process. It was discussed if a certification is required the District will need to spell out the guidelines. A good guide could be the employee has “two” tries at passing the certification test. After that, the employee would not be qualified for the position. HR will discuss further.

Meeting was adjourned at 3:58 pm

The next meeting will be August 30, 2016 at 3:00pm.