



**OAK GROVE SCHOOL DISTRICT**  
**SAFETY COMMITTEE MINUTES**  
**February 24, 2015**

In attendance:

Miguel Cruz  
Colleen Fanciullo  
Oscar Ortiz  
Karen Lemm  
Ruth Martin  
Yolanda Jauregui  
Kris Kamandulis

Oscar called the meeting to order at 3:45 p.m.

The committee reviewed and approved the January Safety Committee minutes. Yolanda will post the minutes on internet.

Oscar called for committees to report out:

- a. Risk Management – Karen Lemm reported out Oak Grove had six preventable accidents. The committee discussed what could have been done to prevent the accident. Employees need to slow down and be aware of their surroundings.

Karen mentioned the “hit head on hanging TV”. How would M&O know there was a concern? How can we close the loop so M&O can be notified of the incident so they can evaluate if there is a maintenance concern. M&O then needs to let Karen know the work order was closed. What is the status of this process?

- b. Student Incidents – Mariane Pham was absent.
- c. Operations – David was absent.

Colleen reported out that the chemical inventory is completed. The labs are in compliance with the California Science Safety Handbook of 2014. Hazardous chemicals have been picked up by Pan Pacific Environmental. Colleen asked for Oscar’s assistance in completing the chemical hygiene plan. The process in the science labs are the main focus of the plan. A chemical inventory database has been submitted to SIG and 3E to post online. Colleen also reported chemicals are not being stored correctly. Flammables and

corrosives are not in fire proof cabinets. Food was also found in the labs. This will not help the Pest Management concern. Food should be stored in the metal cabinets.

- d. Transportation/Custodial: Miguel gave the report for Transportation and Custodial.
  - i. The February training for M&O went well. The training consisted of OSHA required subjects, such as pest management, fire prevention, chemical hygiene, confined spaces, hearing conservation and storm water regulations. March training will address special needs students. Seizure protocol and behavior management are a few of the topics. April training will include scissor lift certification. Some of the custodians need to use the scissor lift to change lights on the high ceilings.
  - ii. Bus accidents –one. Minor accident. 2 students on board the bus. The damage is around \$1500. Miguel and Sam will review the training with the driver.
  - iii. The committee was informed of the random camera video pull to address behavior concerns.
- e. Site Liaison – Not present.
- f. 5 year plan review – Colleen reported out:
  - i. The District needs to complete the site maps. The Flip Charts have been submitted to Office Depot.
  - ii. The District Office still needs to designate a staging area off site. VTA has been mentioned. This is pending. The District Office Safety Plan cannot be completed until this site is determined.
  - iii. The District Office fire drill presented some concerns. The alarm system is not connected with all the buildings. The employees in the back did not know we were having a drill since no alarm went off. David is the point person on the alarm system.

Colleen stated the ICS system was not followed during the drill. It is imperative the system if followed at all drills.

Fire drill – June

Oscar called for comments and/or approval of the PCB plan. The plan was approved by the committee.

The committee was reminded they were sent the updated IIPP and IPM programs electronically. The updated plans are posted on-line.

The Lead plan was handed out for the committee members to review. The committee will send in their edits and plan on approving at the March meeting.

The Playground Safety Plan will be distributed at the March meeting for an April approval.

The meeting was adjourned at 4:30.