



OAK GROVE SCHOOL DISTRICT
SAFETY COMMITTEE MINUTES
December 16, 2014

In attendance:

Miguel Cruz
Kris Kamandulis
Colleen Fanciullo
Oscar Ortiz
Karen Lemm
Mariane Pham
David Van Deren
Joyce Millner
Jeannette Edwards

Oscar called the meeting to order at 3:48 p.m.

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

Oscar called for committees to report out:

- a. Risk Management – Karen Lemm reported out Oak Grove had two preventable accidents this month due to carelessness. Employees need to slow down and be aware of their surroundings. Karen also mentioned there were a large amount of children biting teachers. The teachers have participated in the required training on restraining children.
- b. Student Incidents – Mariane Pham reported out there were minor injuries this month due to normal play. One major incident occurred at Davis with the After School Program. Laura Phan is reviewing the Use of Facilities contracts to make sure insurance levels and liability language is up to date. The injury was caused in a wooden object in the ground. David will look at the incident report to see if the wooden object belongs to Oak Grove or the program.
- c. Operations – David Van Deren reported out Oak Grove had 114 roof leaks during the past few weeks of solid rain. He stated they were staying on top of the damage. He thanked Custodians for quickly drying up the water so we did not have other problems as a result of the water. He stated his team was quickly responding to “standing water” so we did not have any roofs collapsing due to the moisture and weight. He had one standing water on the property at Parkview and one playground standing water at Sakamoto. Joyce and Oscar thanked David’s team for doing such a great job. Joyce stated this is the first time she did not have Lake Baldwin.

David reported out there was no power outages due to the storms. M&O were ready with generators. They also had a “reach out” to Franklin McKinley to assist each other in time of need.

He is happy to report with all the rain the problems caused no to minimal classroom disruptions.

AHERA report is completed. Each site will receive a hard copy. David suggested we keep it with the mandated IIPP in the front office. David will contact the company for an electronic copy so it can be posted on internet.

Chemical Inventory – David is waiting for one middle school (Bernal) to turn in their chemical inventory. David handed in the other middle schools so Colleen can include in the Chemical Hygiene plan and Kris can turn it in for insurance renewal.

M&O Handbook – Is out for review with AFSCME. They have until December 22nd to return their edits. Then it will go to HR and Legal.

- d. Transportation/Custodial: Miguel gave the report for Transportation and Custodial.
 - i. Transportation handbook. Bus Drivers have turned in their edits. HR is currently reviewing. After the corrections are made it will go to the District lawyer.
 - ii. The Custodial handbook will be shortly following the Transportation Handbook. Principals will receive the updated handbook for review. Then it will go to HR and legal. We are looking for a February print date.
 - iii. December 29th will be a training for custodians at Christopher. The custodians will have training on disinfecting and cleaning, PCB, Back Safety, Run, Hide and Defend.
 - iv. Bus accidents this month were minor. No students were on board.
 - v. White and yellow fleet were given instructions on what to do when there is an accident. All reports will go to Transportation then to Mariane. The District will be looking at estimated damages, preventable or not, documentation and training.
 - vi. Storm water samples were taken and are being analyzed. The District is in compliance with OSHA regulations.
 - vii. New carpeting will be going in DO during the winter break. Jeannette asked what door will be used. Will the current new carpet be protected from the guys walking in and out. Miguel will look into the installation. A cargo holder will be at the DO to hold furniture and documents during installation. He will have extra patrol to help guard the cargo holder.
 - viii. Davis fire damage repair is 85% complete. There is a construction meeting tomorrow. If all goes well, the teacher will be back in her room and business as usual by January 5th.
- e. Site Liaison – Not present. Jeannette asked if the DO will reinstall the business hours and the No Smoking sign in the front. They were removed when the new front doors were installed. David will research.
- f. 5 year plan review – Colleen reported out:

- i. A District Wide Safety Flip Chart is ready to print. A temporary hold has been put on the project.
- ii. Run Hide and Defend training is currently being conducted at each site during staff meetings.
- iii. EOC/ICS training is being scheduled for the DO

Karen Lemm requested the committee to look at the hour of the meeting again. 3:45 only gives her 15 minutes. Is it possible to move it back to 3:30?

Newsletter: The spring newsletter was distributed for editing. The committee should come back in January with edits and approval. The April drill was discussed. The date may interfere with testing. Oscar will research.

Plans:

David Van Deren asked for an extension on the Lock Out Tag Out plan. The committee will approve in January. The Hearing Conservation Plan was also handed out for a January approval.

Other:

Joyce asked if we could get a solar update.

To Dos:

David will follow up with Bernal teachers to complete the Chemical inventory for SIG.

Sylvia will follow up on inventory for arc.

Read and edit the Transportation Handbook.

Read and edit the M&O Handbook

Read and edit the Custodial Handbook

Read and edit the Lock Out Tag Out plan

Read and edit the Hearing Conservation Plan

Yolanda post the November Safety Committee minutes

Next meeting: January 27, 2014 at 3:45 p.m.