



OAK GROVE SCHOOL DISTRICT
SAFETY COMMITTEE MINUTES
September 23, 2014

In attendance:

Neil Rauschhuber
David Van Deren
Miguel Cruz
Diane Vertullo
Kris Kamandulis
Joyce Millner
Colleen Fanciullo

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

Neil went over the protocols for the Safety Committee. He asked for volunteers for each committee. He would like a lead and an alternate for each section. For example: Kathy Harris was Neil's alternate. She no longer will be joining the team. He needs someone to volunteer to be his back up. He also stated he does not need to lead the committee. Anyone that would like to Chair the committee is welcome to volunteer for it.

Neil discussed the child being hit. Diane mentioned she knew something about the incident. The rest of the committee did not have any information. Neil mentioned we can use the Safety Committee email to send information to everyone. The more the committee knows the more we can assist and advocate for the sites.

1. Type in **Safety Committee** in the To: section. The whole team will get the information. It is one more way we can communicate with each other. We value everyone's input.
 - a. To Do: contact IT to change the members of the Safety Committee for this year.

1. Assignments and Reports of Committees
 - b. Risk Management – Karen Lemm. Absent

- c. Operations – David Van Deren reported out the following:
 - i. We have been listening to you about the pest concern. The Pest Management Plan was approved in January. We are submitting to the committee a new job description: Pest Control Maintenance Worker. The position will be part of the AFSCME unit. We would like to committee to give their comments and come back in October with hopefully an approval for the position.
 - 1. The rodent concern at the DO and Davis was discussed. Terminix will come in weekly (if needed). Terminix mentioned we have not fixed some of the items, such a door sweeps, that were recommended to the DO. David will follow up with them. The DO has trimmed back the trees, filled holes, etc.
 - 2. Roaches at Baldwin was discussed. Diane and David gave Joyce some suggestions on how to control them. It has to be a team effort. We need to take away their food source.
 - 3. The rattlesnake concern at Ledesma was discussed. David stated Wild Wet was called in regarding the problem.
 - 4. Black Widow spiders were mentioned. Neil asked if a W/O was submitted on School Dude.
- d. Transportation/Custodial:
 - i. Miguel gave the report for Transportation and Custodial. The required annual training was given in the fall covering most of the OSHA requirements.
 - ii. June Clean Up went very well. 80% of the schools participated. The District dumped 50 – 50 tons of “stuff”. The June Clean Up will be an annual event.
 - 1. A concern was mentioned of what goes in which bin at the sites. There use to be a list on each lid but over time has probably faded or has come off. Miguel will follow up to make sure the lists are on the bins.
 - 2. Miguel mentioned trash is picked up on Monday, Wednesdays and Fridays. Recycling is picked up on Tuesdays and Thursdays.
 - iii. Bathrooms will be cleaned of all items so they are functional.
 - iv. All transportation employees now have badges.
 - v. Bus Empty Signs have been implemented. The procedure of putting the sign in the back of the bus assures the driver checked his bus for any children left behind.
 - vi. Transportation had developed a handbook. Miguel would like the committee’s input. He will email the handbook to them. He would appreciate any edits or comments by October 1st. The Custodial handbook will be shortly following the Transportation Handbook. After that, the M&O will be developed.
 - vii.
- e. Site Liaison – Absent
- f. 5 year plan review – Neil – A District Office Safety Plan has been developed.
 - i. A District Wide Safety Flip Chart has been developed. It is going to print and will be installed by each district phone.

- ii. The DO had a fire drill. The DO needs to implement a clearly defined staging area. Signs have been order and will be installed. Each division will line up in front of their designated sign during an emergency.
 - iii. The District is preparing for the Great Shake Out. More information will come out to the sites. The Great Shake Out is October 16th at 10:16 a.m.
 - iv. Neil recommends Principals check their radios before the drill.
- 2. The Pest Control Maintenance Job Description is attached. Please read the job description and come back for an October approval. Send any edits or changes to Neil.
- 3. Quarterly Safety Newsletter -. The December newsletter was distributed. Neil asked for any edits to be sent to him. We will approve the letter in October so he can publish the end of November. It was noted the members need to be updated on the newsletter.
- 4. Calendar for 2014 – 2015 Safety Committee Meetings and Drills – The time of the Safety Committee meeting was changed to 3:45 giving the principal representative and teacher representative time to get to the meeting.
- 5. The Indoor Air Quality Plan was distributed. The committee is to review the plan and send in any edits. The plan will be on the October agenda for approval.
- 6. SIG reported out that the chemical inventory is due by December. Miguel mentioned he thought SIG conducted the inventory assessment a few years ago. Kris stated she thought that may have been the facility assessment. David, Miguel and Colleen will research.

To Dos:

Change the members on the Safety Committee email

Copy and install Safety Flip Charts

A memo to Principals reminding them to check their radios.

David will follow up with Terminix regarding what the DO needs to do to prevent pests.

Miguel will follow up on the signage for the lids on the bins (trash and recycle)

Read and edit the Transportation Handbook.

Read and edit the Pest Control Job Description.

Read and edit the Indoor Air Quality Plan.

Read and edit the newsletter.

Miguel, David and Colleen research the chemical inventory.

Update the meeting time to 3:45.

Assign each division a Staging Area post for evacuation.

Next meeting: October 14, 2014 at 3:45 p.m.