



OAK GROVE SCHOOL DISTRICT
SAFETY COMMITTEE MINUTES
MAY 20, 2014

In attendance:

Yolanda Jauregui
Karen Lemm
Jeannette Edwards
Diane Vertullo
Angela White
Kathy Harris
Colleen Fanciullo

The committee reviewed and approved the April Safety Committee minutes. As soon as intranet is up and running the minutes will be posted for all employees to read.

1. Assignments and Reports of Committees

- a. Risk Management – Karen Lemm. Karen handed out a report on WC accidents for the last three months. The committee reviewed the preventable accidents. Most of the accidents were due to employees hurrying through their daily activities. Karen will investigate the cut on a papercutter to make sure the paper cutter had a guard on it.

Karen also stated we will look at injuries by job description. Do employees doing clerical work need an ergonomic evaluation to prevent repetitive motion injuries? Do paraprofessionals need additional training on lifting students? Etc.

- b. Site Liaison – Jasmine Miguel, Angela White - no report. The committee had a discussion on the ongoing rat investigation. What is being done to prevent the rats from entering the building? After School groups were also discussed. Some of the groups do not clean up after themselves. They leave food behind and do not leave the facilities in the same shape they found it. Is there anything the district can do?

Grounds were also discussed. Will divets in the grounds be filled in to prevent student accidents?

- c. 5 year plan review – Colleen – A District Office Safety Plan has been developed. The only thing missing at this time is a Org Chart for the District Office. The Safety

Committee will review the plan in September to make sure the plan follows the Site Plans. All sites should use the same plan and language so when outside organizations, such as the fire department or police come on site, there is one management system.

2. Quarterly Safety Newsletter - It was suggested that the front page of the Summer Safety Committee Newsletter be changed to Accomplishments for the 2013 – 2014 school year and summer projects. One of the breakdowns at Oak Grove is communication. Employees are not aware of what is being done. An example of the installation of the new DO front doors were given. No one knows that the reason the doors are being replaced is to be in compliance with ADA. Colleen will work on changing the newsletter.
3. Calendar for 2014 – 2015 Safety Committee Meetings and Drills – Colleen stated that the calendar for next year has been created. Yolanda will send out the calendar through email.
4. The committee approved the Hazardous Communication Plan after Kevin Baker's name is updated to Neil's name. Colleen will make the changes and send the updated plan to Yolanda for posting.

It was discussed in October the main focus of the Safety Meeting will be to review and update all the plans that we developed and implemented this year. All OSHA plans must be updated annually.

The committee discussed again the need for improving communication. School Dude will help with work orders. The additional effort of leaving a note for the person placing the work order when visiting the site was discussed.

Next meeting: September 16, 2014 at 3:30 p.m.