



**OAK GROVE SCHOOL DISTRICT**  
**SAFETY COMMITTEE MINUTES**  
**August 27, 2016**

In attendance:

Neil Rauschhuber  
Fred Dickey  
Ruth Martin  
Yolanda Jauregui  
Colleen Fanciullo  
Sylvia Alvarez  
Mariane Pham  
Jeannette Edwards  
Kris Kamandulis  
Anthony Valdez

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

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

Committee Reports:

Karen Lemm/Risk Management: 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.

Mariane Pham reported out there has been 13 student injuries since the start of school. Most of the accidents were on the playground. The committee reviewed the incidents to see if any were preventable.

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

- A lot of the sites do not have the flip charts displayed in the right place. Sylvia stated a light duty worker could go to the sites to check on the flip charts.
- More cameras will be installed at the DO.
- Disinfectants are still under discussion.
- The alarm system may move to Bay Alarm rather than First Alarm.
- The M&O handbook is with Sylvia Alvarez.
- The portable at Anderson was broken into.

Ruth reported a warehouse person hurt their back. Ruth is concerned that the warehouse personnel are being asked to move too many heavy items. Neil asked Ruth to go over the injury protocol. Custodians should help with the moves. If it is a two man job, then warehouse personnel needs to get a buddy to assist.

Fred asked about ladder safety. If custodians are changing lights, and the ladder procedure is to always maintain a three point contact, how to they get the light bulbs up the ladder. The committee

suggested a harness to carry the items up or a buddy. A scissor lift could also be used but training must be conducted with every individual that wants to use the lift.

Neil reported for the 5 year plan review committee:

- Fire Drill debrief –
  - Attendance needs to be worked on. Folks are chatting instead of assisting the department lead in taking attendance.
  - The alarm did not notify the fire department or security system. It is too old. Also, did not notify any of the buildings in the back.
  - The alarm went off before the scheduled time accidentally. Evacuation was slow because some folks were told it was a false alarm.
- Lockdown straps have been purchased and have been distributed
- The DO Safety Plan has been updated and posted online. Colleen suggests a hard copy is kept with the front office in case of an emergency. Police or Fire Department will want to see the Safety Plan and the map. Colleen also suggested Fred and Neil keep a binder of all the new revised maps. If there is a concern at a site, and police or fire cannot get into the building, they will need someone from the DO to give them a map of the site. Maps show entrances, exits, fire extinguishers, electrical panel, gas shut off, etc. It was mentioned that the new maps for Oak Grove do not show the mentioned items. The key reflects them but they do not appear on the map. Yolanda and Fred pulled a few maps to review. They do not meet the 911 or Safety Standards. Colleen will speak to Neil.
- New law on disinfectant cleaners and wipes. Colleen reports that custodians, Child Nutrition Services, IAs and Transportation were trained and certified. It is up to the District to monitor the classroom and office use of cleaners and wipes. Sylvia mentioned maybe we should do walk -rounds once in a while. If teachers wish to use wipes, they must be certified and the certificate posted on the wall. They also must send Fred a copy. At the end of the year, Fred must send in a report to DPR stating everyone that applies pesticides during the year that have been certified. The wipes also must be locked up and not in the reach of children. They also cannot be used when children are present.
- Zika virus: Transportation and M&O have been informed of the OSHA and CDC recommendation of wearing bug repellent approved by EPA if they work outside and plan on getting pregnant in the next year. That also applies to men that may plan on getting someone pregnant.
- All OGSD Safety Plans have been updated and posted.
- DO needs to schedule the Lockdown Drill for 2016 – 2017.
- Great Shake Out is in October. Tents and supplies were discussed. Ruth will purchase a tent and crank radio for each site. Fred also will purchase a tent for his department. We can use it during the drill. It would be great if we could eventually have three tents. One for Incident Commander, one for triage and one for staffing officer.

Colleen stated she will train Denise on a more efficient radio communication procedure for the drill. She needs a tent to display the new documentation. She has already made the sheets, red and green cards and purchased the clothes pins and rope.

The Safety Committee approved the Welding, Cutting and Brazing Plan. Ladder Safety is attached for review.

Meeting was adjourned at 3:58 pm

The next meeting will be September 27, 2016 at 3:00pm.