



OAK GROVE SCHOOL DISTRICT
SAFETY COMMITTEE MINUTES
APRIL 25, 2017

In attendance:

Fred Dickey
Karen Lemm
Yolanda Jauregui
Val Wood
Oscar Ortiz
Diane Vertullo
Brian Brown

Oscar called the meeting to order at 3:00 p.m. Oscar called for approval of the March minutes. The minutes were approved. Yolanda will post on the internet.

Committee Reports:

Karen Lemm reported out for Risk Management for February:

There were 13 accidents. 3 were preventable and 2 questionable. Karen explained the two incidents that are questionable. One is stress related and another was a late report. No work orders were generated. The 3 preventable incidents were due to employees not taking time to be safe.

Mariane Pham was absent. She will email the report on student accidents for March.

Fred reported out for M&O:

Site maps are finished. The architect updated the maps with the gas and electrical shut offs. M&O had the third quarter training session on April 18th. The topics were be Hazardous Material, Hazardous Disposal, SDS, Chemical Hygiene, Fire Prevention, Fire Extinguisher, PPE and Trenching.

There is still a mice problem at Ledesma. The problem is not isolated at the school. The neighbors report they all have a problem.

Fred reported for Custodial and Transportation:

There were two bus accidents. The one is a minor incident: limb hitting a bus.

The second was major. There was over \$6500 of damage to the bus. The driver was conducting his precheck. The driver's foot slipped, bus backed up into the fence and then hit a tree.

Custodians had the same training as M&O plus an additional on How To Clean Bathrooms.

Val reported for site liaison:

Is there a standard procedure for staff doing bus duty? An SOP needs to be written for sites.

It is a good idea vests are worn. Flags were discussed. Parents are busy with the kids in the car, discussions of the day, etc. Not paying attention to the surroundings. The more visible the better.

Davis is having a problem with kids going between portables smoking, using drugs, graffiti, sex, etc. What can be done? Police take too long to respond. Fred will take care of it.

Davis needs a lock on the cafeteria screen door. Parents, vendors, etc. take go through the kitchen. This creates a health problem. Fred will look into getting a lock for her screen door. The concern is the lock needs to be keyed to the district system. If there is a fire, we need to be able to get in the cafeteria.

It was reported the locked gates are making a huge difference. The graffiti has cut way down. It is very noticeable.

Fred reported out on the 5 year plan:

AED devices have all been installed. Middle they are in the gym and in the office. Elementary Schools they are in the office area or Health Office. One training has been completed at Middle Schools. Two more will be scheduled.

The All District Earthquake drill is scheduled for May 9th. The date has not been given an approval. Oscar stated he is sure it will be canceled. We are in the middle of testing.

The DO ARC. The water was replaced in October. We still need to discuss food. The committee discussed each employee bringing a gallon ziplock bag with granola bars, picture of family, water, etc. Each year it would be replenished.

CNS and Warehouse handbooks are not completed. Laura has CNS. Colleen is working on the Warehouse. Diane asked about the CNS. She stated they have a procedure handbook. Colleen will email Mendy to see if the handbook she has covers all the same areas.

The 2017 – 2018 Safety Committee calendar was distributed.

The 2017 – 2018 M&O training schedule was distributed. All departments are invited. Colleen reminded everyone that the disinfectant training is annual. Diane stated CNS does it during their training. Colleen will train Transportation and M&O.

The summer newsletter will be emailed to everyone for editing. Please come back in May for an approval.

Meeting was adjourned at 4:00 pm

The next meeting will be May 30, 2017 at 3:00pm.