

**COAST UNIFIED SCHOOL DISTRICT  
SAFETY COMMITTEE MEETING AGENDA**

**DATE:** Tuesday, September 21, 2021  
**TIME:** 3:30 PM  
**LOCATION:** Via Zoom

**MISSION STATEMENT**

The CUSD Safety Committee is dedicated to building a culture of Safety through training, education, and policy development with the intent of achieving and maintaining a safe, healthful working environment.

**GOAL**

The goal of the CUSD Safety Committee is to effectively eliminate accidents and illnesses by involving Staff and Supervisors alike in identifying hazards and suggesting ways to eliminate and prevent them from occurring.

**CALL TO ORDER**

Safety Coordinator, Don Adams is out of the office. Annie Lachance will run the meeting in Don's absence.

**ROLL CALL**

Assistant Coordinator, Christie Cosme will take attendance of Committee Members:

<b>Don Adams</b>	<b>Jan Boughter</b>	<b>Lindsay Harrod</b>
<b>Christie Cosme</b>	<b>Emily Takahashi</b>	<b>SIPE Representative</b>
<b>Annie Lachance</b>	<b>CUHS Representative</b>	

**APPROVE MINUTES**

Committee members will consider approving the meeting minutes from meeting on May 18, 2021.

**BUDGET REPORT**

Annie Lachance will report on the following budget:

	<b><u>BEGINNING</u></b>	<b><u>CURRENT</u></b>	<b><u>EXPENSE</u></b>	<b><u>ENCUMBERED</u></b>	<b><u>ENDING</u></b>
	<b><u>BALANCE</u></b>	<b><u>BUDGET</u></b>			<b><u>BALANCE</u></b>
<b>Grant Fund - 0066</b>	\$-6.20	\$0.00	\$0.00	\$0.00	\$-6.20
<b>Premium Rebate - 0071</b>	\$3,448.59	\$4,000.00	\$0.00	\$0.00	\$7,448.59
<b>District Match – 0072</b>	\$5,046.26	\$4,000.00	\$0.00	\$0.00	\$9,046.26
<b>Credit Funds - 0073</b>	\$3,266.25	\$2,000.00	\$0.00	\$0.00	\$5,266.25
<b>Disc. Funds – 0073-0074</b>	\$-413.07	\$2,000.00	\$86.74	\$0.00	\$1,500.19
<b>Balances</b>	<b>\$11,341.83</b>	<b>\$12,000.00</b>	<b>\$86.74</b>	<b>\$0.00</b>	<b>\$23,255.09</b>

**Budget Expenditures**

<b>Current Expenses</b>	Adjustable Height Chair / J. Bales	0073-0074	\$86.74
<b>Encumbrances</b>			

### **OLD BUSINESS**

Annie will report on the following Old Business that does not require committee action:

- Nothing to report.

### **NEW BUSINESS**

Annie will report / discuss the following:

- Approve 2021/22 Safety Committee Calendar / Meeting Dates
- Claims Data for August 2021
- SIPE Grant Program – Due December 1, 2021 (see attached guidelines)

### **FUNDING REQUESTS**

Annie will report on the following, then Committee will vote:

- Request from Lupe Aguilar – Ergonomic Office Chair - \$119.99

### **SAFETY INCENTIVE PROGRAM**

Annie will report on the following, then the winner of the Newsletter Trivia Drawing will be chosen:

- SIPE Monthly Safety Topic – August – Outdoor Worker Hazards
- SIPE Monthly Safety Topic – September – Nurse Triage Hotline / Reporting Accidents
- Caught In The Act Drawing – No nominations received.
- Safety Concerns / Suggestions – No concerns received.
- August SIPE Quiz Winner – Christie Cosme – District Office
- September SIPE Quiz Winner – Courtney Hartzell – Santa Lucia Middle School

### **ACCIDENTS OR NEAR HIT MISSES**

Annie will report on the following injury data, accident reports and near hit misses.

- Nothing to report

### **EMERGENCY PREPAREDNESS, EVACUATIONS, FIRE DRILLS**

Annie will report on the following drills, evacuations, emergency trainings that have taken place:

- Nothing to report

### **HAZARD IDENTIFICATION, EVALUATION, AND CONTROL**

Committee discussion regarding corrective action of identified safety hazards by committee members, employees, and supervisors.

- Does anyone have anything to report?

### **SAFETY TRAINING AND EDUCATION**

Annie will report on any recent trainings and committee members to recommend trainings, refreshers, and emergency response trainings.

- All district employees were required to complete the annual trainings on Heat Illness Prevention, Sexual Harassment Prevention, Bloodborne Pathogens, and HSA Basic Pest Management
- CPR Recertification – September 1, 2021

**COMMITTEE MEMBER COMMENTS / REPORTS**

Committee Members to report on various activities and issues that do not require committee action.

**NEXT MEETING**

- October 19, 2021

**ADJOURNMENT**

Annie to order meeting adjournment.

Christie Cosme  
Asst. Safety Coordinator