

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

DATE: Tuesday, October 19, 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 will call the meeting to order.

ROLL CALL

Don Adams will take attendance of Committee Members:

Don Adams	Jan Boughter	Lindsay Harrod
Christie Cosme	Emily Takahashi	SIPE Representative
Annie Lachance	Taylor Henderson	

APPROVE MINUTES

Committee members will consider approving the meeting minutes from meeting on September 21, 2021.

BUDGET REPORT

Don Adams will report on the following budget:

	<u>BEGINNING</u>	<u>CURRENT</u>	<u>EXPENSE</u>	<u>ENCUMBERED</u>	<u>ENDING</u>
	<u>BALANCE</u>	<u>BUDGET</u>			<u>BALANCE</u>
Grant Fund - 0066	\$-6.20	\$0.00	\$0.00	\$0.00	\$-6.20
Premium Rebate - 0071	\$3,448.59	\$4,000.00	\$0.00	\$0.00	\$7,448.59
District Match – 0072	\$5,046.26	\$4,000.00	\$0.00	\$0.00	\$9,046.26
Credit Funds - 0073	\$3,266.25	\$2,000.00	\$0.00	\$0.00	\$5,266.25
Disc. Funds – 0073-0074	\$-413.07	\$2,000.00	\$896.25	\$0.00	\$690.68
Balances	\$11,341.83	\$12,000.00	\$896.25	\$0.00	\$22,445.58

Budget Expenditures

Current Expenses	Adjustable Height Chair / J. Bales	0073-0074	\$86.74
	Adjustable Height Desk / J. Bales	0073-0074	\$809.51

Encumbrances

OLD BUSINESS

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

- Funding Requests for Grant Program due November 1, 2021
- Fall Safety Newsletter was sent out on October 1, 2021

NEW BUSINESS

Don will report / discuss the following:

- SIPE Grant Program – Due December 1, 2021 (see attached guidelines)
- SIPE has updated the Worker's Compensation Premium Rebate Program (see attached)
- Site Safety Rep's – Please encourage staff at your sites to participate in our Safety Incentive Programs. Ask for suggestions during your staff meetings. Get your site involved.

FUNDING REQUESTS

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

- First Aid Cabinet – Food Services – Lindsay Harrod - \$132.03

SAFETY INCENTIVE PROGRAM

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

- SIPE Monthly Safety Topic – October – Fire Safety & Prevention Strategies
- October SIPE Quiz Winner – Carolyn Meadows – District Office
- Caught In The Act Drawing – No nominations received
- Safety Concerns / Suggestions – No concerns received
- Online Safety Trainings – Kristal Conklin (12 online trainings)
- Newsletter Trivia – 11 entries

ACCIDENTS OR NEAR HIT MISSES

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

- Nothing to report

EMERGENCY PREPAREDNESS, EVACUATIONS, FIRE DRILLS

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

- Cambria Grammar School - Fire Drill on October 14, 2021
- Santa Lucia Middle School - Schedule and Review of Emergency Drills on September 22, 2021
- Coast Union High School – Earthquake Drill and Fire Evacuation Drill schedules for October 21, 2021.

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

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

- Nothing to report

COMMITTEE MEMBER COMMENTS / REPORTS

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

NEXT MEETING

- November 16, 2021

ADJOURNMENT

Don to order meeting adjournment.

Christie Cosme
Asst. Safety Coordinator