

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

**DATE:** Tuesday, November 16, 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:

<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>Taylor Henderson</b>	

**APPROVE MINUTES**

Committee members will consider approving the meeting minutes from meeting on October 19, 2021.

**BUDGET REPORT**

Don Adams 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	\$1,781.44	\$0.00	\$-194.51
<b>Balances</b>	<b>\$11,341.83</b>	<b>\$12,000.00</b>	<b>\$1,781.44</b>	<b>\$0.00</b>	<b>\$21,560.39</b>

**Budget Expenditures**

**Current Expenses**

**Encumbrances**

### **OLD BUSINESS**

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

- We received 5 funding requests from Cambria Grammar School and none from any of the other sites. Christie is in the process of completing the application for the December 1, 2021 deadline.

### **NEW BUSINESS**

Don will report / discuss the following:

- WC Claims Summary Data
- SIPE is offering an online workshop for Building Employee Engagement for a Strong Safety Culture on February 28, 2022. Email Cheryl at [cheryl@slosipe.org](mailto:cheryl@slosipe.org) to register.
- 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:

- No requests received.

### **SAFETY INCENTIVE PROGRAM**

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

- SIPE Monthly Safety Topic – November – Slips, Trips, and Falls
- November SIPE Quiz Winner – Kathy Barnes – District Office
- Caught In The Act Drawing – Megan Dedic & Kim Gray
- Safety Concerns / Suggestions – No concerns received
- Online Safety Trainings – Quarterly Drawing – No entries. (No one has completed online trainings three months in a row)

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

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

- Custodian reported a sore hand and will be going to the doctor.

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

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

- Cambria Grammar School – Fire Safety Training Review on 11/3/21.
- Santa Lucia Middle School – Nothing reported.
- Coast Union High School – Nothing reported.

### **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**

- January 18, 2022

### **ADJOURNMENT**

Don to order meeting adjournment.

Christie Cosme  
Asst. Safety Coordinator