

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

**DATE:** Tuesday, May 17, 2022  
**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>Kyle Martin</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 March 15, 2022.

**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	\$2,025.36	\$2,225.16	\$0.00	\$-206.00
<b>Premium Rebate - 0071</b>	\$3,448.59	\$5,602.00	\$138.99	\$0.00	\$8,911.60
<b>District Match – 0072</b>	\$5,046.26	\$4,000.00	\$132.14	\$0.00	\$8,914.12
<b>Credit Funds - 0073</b>	\$3,266.25	\$1,744.00	\$0.00	\$0.00	\$5,266.25
<b>Disc. Funds – 0073-0074</b>	\$-413.07	\$2,000.00	\$2,096.48	\$0.00	\$709.88
<b>Balances</b>	<b>\$11,341.83</b>	<b>\$15,371.36</b>	<b>\$4,592.77</b>	<b>\$0.00</b>	<b>\$23,595.85</b>

**Budget Expenditures**

**Current Expenses**                      **None**

### **OLD BUSINESS**

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

- Nothing to report.

### **NEW BUSINESS**

Don will report / discuss the following:

- WC Claims Summary Data

### **FUNDING REQUESTS**

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

- Jan Boughter – Height Adjustable Stool for Room 13 - \$150.57
- Jan Boughter – Platform Ladder for new TK Room - \$111.53
- Jan Boughter – Pro-Lift Pneumatic Chair for Erica Lovegren - \$84.96
- Jan Boughter – Pro Lift Pneumatic Chair for Rich Mendoza - \$84.96
- Jan Boughter – Height Adjustable Desk for Room 13 - \$740.00
- Jan Boughter – Height Adjustable Desk for new K Classroom - \$740.00
- Christie Cosme – Gift Cards for Safety Incentive Program - \$1,350.00

### **SAFETY INCENTIVE PROGRAM**

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

- SIPE Monthly Safety Topic – May – Slips, Trips and Falls
- May SIPE Quiz Winner – Laura Weaver - CUHS
- Caught In The Act Drawing – Jan Boughter / Raghad Alsaad and Adam Helfand / Maria Sison and Maria Sison / Toni Mertens
- Safety Concerns / Suggestions – CGS submitted a Safety Concern (see attached)
- Online Safety Trainings – Michael Lant – 36 Trainings - CGS
- Quarterly Online Safety Training Drawing -

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

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

- M.O.T. employee reported injury to both hands due to years of repetitive movement and use of power tools (possible Carpal Tunnel Syndrome). Employee is under the care of a physician and is still working.

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

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

- Cambria Grammar School – None
- Santa Lucia Middle School – None
- Coast Union High School – None
- Leffingwell High School – None

### **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.

- M.O.T. Safety Meeting scheduled for Wednesday, May 18, 2022 “Heat Illness Prevention”

**COMMITTEE MEMBER COMMENTS / REPORTS**

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

**NEXT MEETING**

- August 16, 2022

**ADJOURNMENT**

Don to order meeting adjournment.

Christie Cosme  
Asst. Safety Coordinator