

SAFETY COMMITTEE MEETING

MINUTES

Special Meeting to Review Mission , Values, Approval Process

Tuesday, May 28, 2024, 3:00 p.m.

Oxnard School District

1051 South A Street

Oxnard, CA 93030

Oxnard Room

In Attendance:

Last Name	First Name	School Site/ Department
Duarte	Angela	Facilities
Elisondo	Mary	Driffill
Magana	Norma	Risk Management
Perez	Candyce	Risk Management
Serrato	Alicia	Pupil Services
Spencer	Dena	McAuliffe

Absent:

Last Name	First Name	School Site/ Department
Gutierrez	Sal	Custodial
Tirado	Ben	Custodial

- Norma M. reviewed new Safety Committee Guidelines created by Risk Management. This was a Special Meeting to Review Mission , Values, Approval Process defined in this document



Safety Committee Guidelines

Purpose

The purpose of a Safety Committee is to regularly bring employees and leadership together in a cooperative effort to communicate and to promote occupational safety and health in the workplace. It is an opportunity to assist the district by making recommendations for improvements regarding safety issues.

Mission

Oxnard School District Safety Committee is dedicated to maintaining a safe work environment which actively involves its employees in identifying, preventing, and correcting workplace safety issues to reduce accidents and injuries. We are committed to the safety and welfare of all employees through prevention, education and awareness with the ultimate goal of reducing or eliminating workplace accidents.

In carrying out its mission, the Safety Committee will perform the following functions:

- Review work-related injury and illness statistics
- Review and resolve employee safety suggestions/hazards and recommend solutions
- Discuss site safety problems that may arise
- Identify and make recommendations to site administrator on necessary corrective action
- Review employee, student and visitor accidents
- Review Injury Illness Prevention Programs and recommend necessary revisions
- The committee will meet at least quarterly

Representatives

The Safety Committee will have committee members representing employees and employer. The committee will be comprised of at least four committee members at all times and shall not contain more employer representatives than employee representatives at any time. Employee representative can volunteer for committee service or can be elected by their peers. Employer representative can be appointed by the employer. Employee representative will serve a continuous term of at least one year. Employer representative can be rotated onto the committee as business needs dictate. OSD Safety Committee Members will include, but is not limited to the following individuals:

- CSEA Employee (2)
- OEA Employee
- School Nurse (OSSA)
- Management (2)
- Risk Manager
- Note Taker

Meeting Agenda

The agenda will guide the order in which the safety committee conducts its business.

- The agenda will also include new safety related concerns
- A review of all workplace near-miss incidents, work-related injury/illness, occurring since the last committee meeting

- Review student and visitor accidents
- Review Injury Illness Prevention Programs
- Review safety employee suggestions/safety hazards and make recommendations

Meeting Attendance

Each representative will be required to attend quarterly safety committee meetings and as well as other committee functions as requested.

Meeting Minutes

Minutes will be recorded at each committee meeting and distributed to each committee member. Minutes of each committee meeting will be made available to all employees on district website.

Employee Involvement

The safety committee will encourage employees to identify health and safety concerns and hazards in the workplace. Concerns raised by employees will be presented to the committee, and reviewed by the committee.

Safety Credits Requests

Safety Credit funds should be used for the following:

1. Controlling or minimizing risks that could result in injury, illness, and/or claims filed against the LEA
2. Development, implementation, and maintenance of safety and risk management programs
3. Emergency and disaster preparedness expenditures including supplies
4. Risk Management salaries

Safety Credit funds may not be used for the following:

1. Deferred maintenance
2. “Wear and tear” repair or replacement
3. Student curriculum supplies and equipment
4. Fees for required inspections and fines resulting from regulatory citations
5. Any requests that do not meet the criteria above will be reviewed on a case-by-case basis

Approval Process



- Safety Credits no longer need to be approved by Safety Committee
- RM will create form for sites to submit SC requests

Norma M. discussed safety updates including:

- Prevail video
- Paracord distribution
- Paracord video with push bar information
- Window coverings update
- Facilities finishing up painting Roll call numbers/etc at each sites

Adjourned at 4:30pm

Next Meeting: Monday, June 10, 2024

Oxnard Room

3-4 p.m.