

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

**DATE:** Tuesday, November 19, 2024  
**TIME:** 3:30 PM **Call to order 3:44pm**  
**LOCATION:** District Office

**CALL TO ORDER**

Safety Coordinator, Ruben Campos will call the meeting to order.

**ROLL CALL**

Ruben Campos will take attendance of Committee Members:

Ruben Campos                      Christy Heitmiller **X**                      Sheri McLain **X**  
 SIPE Representative-**Carissa**                      **Jill Southern**  
 Megan Dedic                      ~~Jolynn Crow~~                      Ed Arrigoni  
~~Christie Cosme~~                      Whit Donaldson

\*Meeting will be run by Jill Southern and Ruben Campos

**APPROVE MINUTES**

Committee members will consider approving the meeting minutes from the meeting on October 15th.

Nominated for approval: **Jill Southern**                      2nd: **Whit Donaldson**

**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, proactive, and healthy working environment.

**GOAL**

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

**BUDGET REPORT**

Ruben Campos will report on the following budget:

**BUDGET REPORT**

	<u>BEGINNING</u> <u>BALANCE</u>	<u>REVENUES</u> <u>2024-25</u>	<u>EXPENSE</u>	<u>ENCUMBERED</u>	<u>ENDING</u> <u>BALANCE</u>
Grant Fund - 0066	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Premium Rebate - 0071	\$ 13,474.32	\$ 0.00	\$ 0.00	\$ 0.00	\$ 13,474.32
District Match – 0072	\$ 10,749.44	\$ 0.00	\$ 1,365.82	\$ 2,320.72	\$ 7,062.90
Credit Funds - 0073	\$ 8,769.25	\$ 2,994.00	\$ 269.75	\$ 0.00	\$ 11,493.50
Disc. Funds – 0073-0074	\$ 626.39	\$ 0.00	\$ 539.50	\$ 0.00	\$ 86.89
<b>Balances</b>	<b>\$ 33,619.40</b>	<b>\$ 2,994.00</b>	<b>\$ 2,175.07</b>	<b>\$ 2,320.72</b>	<b>\$ 32,117.61</b>

**OLD BUSINESS**

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

- SIPE Grant submitted, **hard copy of items given to Carissa**

## **NEW BUSINESS**

Ruben will report/discuss the following:

- SIPE - Monthly Member Statistical Break-Down
- Ergonomics evaluations, this is an FYI, we are not guilty of this.
  - Before submitting a request to SIPE, please make sure safety coordinators have confirmed staff have the necessary items they need. i.e. keyboard trays, and proper chairs.
  - SIPE has received ergo eval requests for new employees who have been on the job for 1 week and have not started performing tasks and are unaware of what the daily duties are.
  - Safety coordinators should confirm employees have the primary equipment at their workstations before submitting an ergo eval request.
- Are there any safety trainings the committee would like to have or is there something they believe can be beneficial that we have not been trained on? **ask at site meetings if there is a need**
- **Hinge Health online portal is available and useful**
- Premium rebate funds are on hold. Money will most likely be distributed January 1st, 2025. SIPE is reviewing distribution of funds throughout different districts and once funds have been presented to the SIPE Board, and approved by the board, districts will receive the funding.

## **FUNDING REQUESTS**

Ruben will report on the following, the Committee will vote:

- **Blind request for the middle school could be covered by Premium Rebate or District Credit, Ruben will follow up with a quote from an approved vendor**
- **SLMS Monica Serna requests sanitizing wipes, Ruben and MOT will deliver**
- **SLMS Monica Serna requests a new ceiling panel, rodent situation, Ruben followed up**
- **SLMS Kendra Simmons requests an autolocking door handle for the classroom, Ruben will put in a work order**
- **PE teachers from the high school will submit a request for an amplifier**

## **SAFETY INCENTIVE PROGRAM**

Ruben will report on the following:

- SIPE Monthly Safety Topic –November, Holiday Decorating Safety -
- SIPE Newsletter Trivia Winner - **Elizabeth Sanchez-Gallo**
- Caught In The Act Drawing
  - Perpetrator - **Maria Sion, Teresa Lee,**
  - Agent-at-Large - **Lori Nunez, Drea**
- Safety Concerns / Suggestions
  - **none**
- Online Safety Trainings – Get Safety Trained Website **Ruben will reach out to Cheryl about who is doing any trainings, will Frontline cross over**
- Clean Workspace- **Kim Gray and Sonny Biven**

## **ACCIDENTS OR NEAR HIT MISSES**

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

- **no report at any site**

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

Ruben will ask committee members to report on the following drills, evacuations, and emergency trainings that have taken place:

- Cambria Grammar School 11/22
- Santa Lucia Middle School
- Coast Union High School 10/3 Fire Drill
- Leffingwell High School 10/3 Fire Drill
- Great Shakeout was a success at all sites, updated rosters, tried new procedures

#### **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**

Ruben will report on any recent training, and committee members will recommend training, refreshers, and emergency response training.

- M.O.T. Safety Meeting –

#### **COMMITTEE MEMBER COMMENTS / REPORTS**

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

#### **NEXT MEETING**

- January 21, 2025

#### **ADJOURNMENT**

Ruben to order meeting adjournment. adjourned at 4:54 pm

Megan Dedic  
Asst. Safety Coordinator