

# Safety Committee Meeting Minutes

January 8, 2021

Scheduled Time: 10:45 AM - 11:30 AM

Location: Held via Zoom

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## Attendees:

Ricky Carrillo	Ron Lebs	Nick Laskowski	Kim Timoteo
Susan Nakahira	Bob McTaggart	Rosalie Ruiz	Meagan Azevedo
Norma Martinez	Drew Foerder	Lora Hunter	Lisa Ketchum
Chuck King	Alyssa Lynch	Danielle Welch	Elizabeth Belaski

Meeting commenced at 10:45 a.m.

### **1. Review Safety Committee Roles/Responsibilities**

Meagan: Safety Committee's role is to be the eyes and ears for the District, report safety concerns (hazards, security concerns, etc.), and to review safety incidents reported.

Lisa: Safety Committee focuses on all pieces around hazards, exposures and incidents, not on decision making with Safety plans. The Safety Committee follows OSHA requirements separately.

Meagan: Reached out via phone and email to students and parents with invitations to join our committee. No one responded yet. If anyone knows a student from an ambassador group, let Meagan know or invite them to join. Meagan can do outreach.

### **2. Updated Safety Plans to be posted soon**

Lisa: The district has 19 safety plans around hazards currently being updated. They'll be posted on our website when completed. This will first be shared with our group before posting for others to see.

Lisa will send the plans to Kim to share.

Ricky, Meagan and Lisa will discuss Covid addendum that we're required to add to plans. District always had safety plans in place but we're adding other plans to update. This will eventually post on Safety page after we review and discuss.

Ricky will be sending the Pesticide Use Report to the Department of Pest Regulations by the end of this month.

Meagan: IIPP was updated and taken to the Governing Board for review in November. The Board reviewed and accepted it in December. OSHA became involved because many people/companies were not following Title 8. A Covid addendum will be added to the IIPP and the CPP will be a stand-alone plan.

CalOSHA walked the campus in October and wrote up all violations. Meagan reached out to teachers, M&O and Administration about corrective actions that needed to be taken. Most items have been corrected already.

### **3. Model Covid-19 Prevention Plan (CPP)**

We've been very proactive on Covid protocols, i.e. the closing break rooms, restricted access and health screening. We are in really good shape with all County and State requirements. We have enough PPE, enough tools and resources to stay in compliance with all new requirements. We are working on our Covid-19 Prevention Plan (CPP).

Ricky: Once the safety plans are posted, please review them and send feedback to Ricky/Kim. We can also discuss this at next month's meeting; maybe we can review 3-5 plans at a time so don't feel pressured to review all plans at once.

### **4. Review November and December Incident Reports**

November & December Incident Reports: Meagan said there was one incident where an employee was injured while working a powered leaf blower. Many injuries occur with M&O due to the nature of their jobs. OSHA and Safety training is done regularly with M&O staff.

Encourage people to report safety violations, safety concerns they notice around campus.

### **5. Open Business**

Rosalie: Evening staff has concerns about arriving to their work area and their area is locked. They are asking if it's possible to unlock their doors before they arrive.

Ricky: Don't know how access is currently given to night teachers/staff.

Norma: The paras don't have keys to classrooms so Norma opens their rooms for them. If Norma can't go, they'll go to the office and borrow a key. Norma will unlock their crash bars so they have access. She'll try to work with the paras as they have to be the only one with this concern. She wasn't aware this was an issue and will take necessary steps to help.

Drew: There's a concern with coordinating the Hub occupancy during testing with regards to sanitizing. Someone was in the kitchen during SVAE testing.

Ricky: We'll use electrostatic sprayer to clean the Hub. After discussing with Drew, Ricky said he'll adjust the timing with the person who was in the kitchen.

Norma: Room 13 crash bar is kind of tight. She'll do an MSR to get it fixed.

Ricky: Had all HVAC equipment around campus reviewed by an outside contractor. They'll put together a report and get it back to us. He'll share it with our group later.

Remind those of us that walk on campus to use the pedestrian gate and sidewalk instead of the driveway. Ricky also put crash guards around the check-in tents for pedestrians to walk and check in there too.

Lora: One of the shop instructors requested additional signs to post from inside of the classroom "Teaching, mask is off" for interior doors. They're requesting 50 of those signs.

Kim: Created a shared folder for our group. Agendas & minutes will be there. Will also share the safety plans there for group review once received from Lisa.

Norma: A person walked on campus last night with no mask to deliver packages when gates were closed. How are they getting on campus? She's concerned about that.

Ricky: The single pedestrian gate is open until 9:30. They may have used that.

Lisa: Spoke with that person, advised them of business hours for deliveries. She will also add signage for people not to walk on campus.

## **6. Next Meeting**

Our next meeting will be on Friday, February 5, 2021.

Meeting ended at 11:26 a.m.