

Safety Committee Meeting Minutes

April 2, 2021

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

Location: Held via Zoom

Present:

Ricky Carrillo
Meagan Azevedo
Alexis Agustin

Kim Timoteo
Rosalie Ruiz
Elizabeth Belaski

1. Safety Committee Membership

Ricky mentioned that we are still in need of a parent, a student and SJPD representative to serve on our committee.

2. Review Routine Meeting Schedule every 1st Friday 10:45am – 11:30am

Ricky mentioned that our routine meeting time has been 10:45am and we are looking to bump the start time up so that the Emergency Incidents Team meeting that immediately follows our Safety Committee meeting can start earlier to allow teachers who serve on the committee time for their lunch breaks before class.

Kim explained that the reason our Safety meetings always started at 10:45am was because the old AM class schedule was 7:30am-10:30am. With classes now ending an hour early, we can afford to bump our meeting time up to as early as 10:00am.

The proposed future routine meeting options were 10:00am-10:45am or 10:15am-11:00am.

- Committee members agreed to bump meeting up to 10:00am-10:45am.
- Kim will mention this at the next Emergency Incidents Team meeting in case Nick is interested in bumping up their meeting time some more.

3. Annual Safety Goals for 2020-2021 Approved by Cabinet

The updated Annual Safety Goals for 2020-2021 were approved by Cabinet on 3/29/21. The document was presented for committee review and approval for the Comprehensive School Safety Plan (CSSP).

- Committee members approved the updated list to be added to the CSSP.

Alexis asked who decides on roles and backups on the Incident Command Structure (ICS). She said there have been concerns over assignments and coverage. Rosalie added that a lot of the assigned backups are part-time employees making them unavailable for some drills, and also said that clarity is needed on who's playing what roles.

- Alexis and Rosalie were advised that Nick Laskowski assigns ICS roles and that these are discussed at his Emergency Incident Teams meetings that usually follow our Safety Committee meetings. We can bring their concerns to Nick's next meeting.
- Meagan offered to give a list of employees with work hours to help them determine who's available to be assigned for what roles. Ricky said that Nick would need to talk to Drew for assignments from SVAE.

4. Title 9

Meagan reported that Title 9 language has been redefined and updated training will be required.

- Meagan, Ron and Norma have been appointed to play key roles to keep us in compliance. The three of them are scheduled to be trained by Legal on the requirements of their roles.

5. Safety Trainings required for Employees

Kim reported that she brought Stericycle out to inspect our hazardous medical waste around campus, and

during that inspection learned that anyone who generates or handles (packages/stores/moves, etc.) any hazardous medical waste is required to take DOT Hazmat Training training in addition to the usual Bloodborne Pathogens (BBP) and other requirements. Kim said she's curious who is making sure all the right people are taking the required training.

- Elizabeth said as far as she knows, teachers learn these safety procedures in the industry/field, not here. She said Management and practice takes ownership of operations of waste pick up here. They don't do those trainings here.
- Meagan said she wasn't familiar with the DOT training.

6. Injury Reports received for March

Meagan reported that there were three reports received for March. Two reports were of the same person, different injuries. One injury was an ankle roll and the other was a shoulder injury from working with equipment.

- Meagan reminded all that everyone needs to be careful.

7. Forklift Certification training for M&O on April 7, 2021

Ricky reported this scheduled training was cancelled by the insurance broker. No new date was scheduled yet.

8. Next Meeting

The next meeting is scheduled for Friday, May 7th at our new meeting time of 10:00am.

- Kim will create a 2021-2022 meeting calendar and include the drill dates as well.

9. Adjourn

With no further business to discuss, the meeting was adjourned at 11:29am by Ricky.