

# Safety Committee Meeting Minutes

May 7, 2021

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

Location: Held via Zoom

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## **Present:**

Ricky Carrillo  
Meagan Azevedo  
Nick Laskowski  
Alexis Agustin

Kim Timoteo  
Lisa Ketchum  
Elizabeth Belaski

### **1. Review Meeting Minutes from [April 2, 2021](#)**

Ricky mentioned that meeting minutes were sent out to committee members for review. No changes were suggested. Minutes approved.

### **2. Safety Committee Membership**

We are still in need of a Parent, Student and SJPD representative. If anyone knows who we can reach out to, they should let Meagan or Ricky know. Meagan will continue to ask around.

### **3. [2021-2022 School Calendar with Emergency Drills & Meeting Dates](#)**

Kim sent out a draft 2021-2022 school year calendar with approved emergency drill dates and proposed dates for Safety Committee meetings for committee review. Ricky asked if the dates looked okay.

Nick asked if there was any interest in holding our first meeting of the year in August instead of September to get things going. Kim said that in the past August was avoided because everyone preferred to get settled in with school start first but that if everyone wanted to, that would be great.

- Committee members agreed to recommence in August and approved the calendar.
- As a reminder, our new meeting time will be 10:00 AM - 10:45 AM.

### **4. Comprehensive School Safety Plan (CSSP) approved by Governing Board on 04/14/21**

Ricky reported that the Governing Board approved our 2020-2021 Comprehensive School Safety Plan at the April 14 meeting.

- Kim is sending around a binder with the CSSP to collect signatures on the signature page. We will be able to post the plan after that is completed.

### **5. Review Safety Plans for Approval**

The [Slip Trip Fall Prevention Safety Plan](#), [Trenching and Excavating Safety Plan](#), and the [Welding, Cutting and Brazing Safety Plan](#) plans were all shared with the committee earlier in the week for review. Lisa said we are still working on making sure we have all required safety plans and they will eventually all be posted on our web site as required. She said it's important we get everything up to date and posted as required.

- No suggested changes were made. Plans will be posted.

### **6. Annual Drill Report Form**

The Annual Drill Report form was already an existing part of the CSSP but has been shared with the committee earlier this week. Lisa says we need to be sure to complete this each year.

- Nick will complete the information for day drills and asked if Norma can complete the information for the evening drills. He will send in the completed annual drill form once completed.

### **7. Incident Reports**

Meagan reported that the recent injuries were from using tools/equipment on the job and reminded everyone

to be safe at all times and to report any safety concerns as soon as possible.

**8. Open Business**

Bob asked if we could have the daytime Security patrol the campus instead of stay at the check-in tent all day.

- Ricky said he did already start a new routine for Security. Security does now patrol the campus and check buildings for security.

**9. Adjourn**

With no further business to discuss, the meeting was adjourned by Ricky and our next meeting will be Friday, August 20, 2021.