

Safety Committee Meeting Minutes

August 20, 2021

Scheduled Time: 10:00 AM - 10:45 AM

Location: Held via Zoom

Present:

Ricky Carrillo
Meagan Azevedo
Nick Laskowski
Robert (Bob) McTaggart
Susan Nakahira

Kim Timoteo
Lisa Ketchum
Elizabeth Belaski
Drew Foerder

Meeting commenced at 10:03 AM.

1. Safety Committee Membership Review & Update

Ricky announced Dorothy Reconose and Stephanie Martinez are new members of our committee. We are still in need of a Parent, Student and SJPD representation. If anyone knows anyone, let us know.

2. Approve Meeting [Minutes](#) from May 7, 2021 and August 20, 2021 [Agenda](#)

May 7 minutes and August 20 agenda were sent out at the beginning of the week for review. Ricky asked to approve the minutes. All agreed to approve. No changes were suggested for the agenda so Ricky moved on with the next agenda item.

3. [Annual Safety Goals for 2021-2022](#)

Ricky read through the list of annual safety goals. A few items of focus:

- Parking lot flow and safety is still a high priority.
- It's not likely we'll be able to get Run, Hide & Defend training through SJPD so Ricky said we'll probably run it through our Nick Laskowski (Incident Commander) and an outsourced vendor.
- Meagan said CPR & First Aid training was conducted in the spring which 5-6 people at SVCTE completed. Nick placed heart marks next to those CPR certified staff members' names on the Incident Command System chart.
- Ricky said mass emergency communications through Infinite Campus and ASAP programs can be an item for Nick (IC).
- Meagan suggested adding to the goals list: Air Quality Program. Meagan will bring information on this as she is attending a COE meeting to learn about it.
- Door security – Ricky reminded that our standard practice is that doors remain closed and locked during business hours for safety.

4. Reconfirm [2021-2022 Emergency Drill Calendar](#) including Meeting Dates

Ricky read through all the drill dates and said the drill calendar and meeting dates were approved. He reminded everyone of the upcoming fire drill on August 24th and earthquake drill in October.

Drew asked if now that students have returned, there is concern over the evacuation areas in the parking lot where cars will be parked.

- Ricky said we've run lots of drills with students on site before; that it's standard practice and also why it's important to have drills so we can see what works.

Drew asked about how we deal with people driving in the lot during drills and emergencies.

- Ricky said Bob and Nathan help stop traffic from exiting and control traffic in their area if they can. Kim added that Security posts up at the front gate to control incoming traffic.
- Bob said he and Nathan help control traffic near building 500 daily. They warn any unsafe drivers that

they can lose their on-site driving privileges if they are caught again violating safety rules and that is usually enough to resolve the issue.

- Nick said that current daily practice has Security posted at the entrance controlling incoming traffic and keeping cars out of the bus zone. After we stabilized entering traffic to where people know what not to do, that could change. Nick asked that Drew, Ricky and Bob keep him updated on what they're seeing so he can determine the needs on where Admins will be needed.

Nick announced that SVCTE is using virtual parking passes for their student vehicles this year. He will be making sure next week that they have information on all vehicles. He offered to look into any reports of unsafe drivers caught on campus if provided vehicle information.

Ricky reminded everyone that we are required to complete the [Annual Drill Report form](#) per our Safety Plan.

Meagan asked who is responsible for that.

- Lisa answered that we all need to make sure it is completed. She said that Nick, Norma and Ricky signed off on it last year.
- Meagan said that the completed form should be sent to HR at the end of the year. She said Nick, Norma and Drew can complete it and Alecia should sign off on it.
 - Lisa said that the current form was a basic template and we can change it to fit our needs if we want.

5. [Radio Protocol Procedures](#) Review

Ricky said he would rather push this to the Emergency Incidents Team meeting for review.

6. Incident Report Form

Ricky reminded everyone that all accidents and incidents should be reported within 24-hours on the [Incident Report form](#). He said we have not been receiving these reports and that the form can be found online.

- Kim provided the link to the form in the meeting chat: <http://metroed.life/download/incident-form/>
- Meagan asked Nick to share the form with his staff and let them know where it's located.
- Ricky said he'll complete one of these forms for an incident that occurred last night where a homeless person was found on-site and was asked to leave. Police were called and responded.

7. Incident Reports received for May, June & July

Meagan reported that there was a severe ankle injury with an M&O member. This employee has already received safety training before and will continue to receive required trainings as routinely scheduled. There were also a couple of knife cuts injuries and one person had a slip and fall in Culinary. Meagan said that Ricky's crew fixed the pipe that remedied the wet floor problem.

Ricky said he just found out this morning that there was a homeless person on-site yesterday during the day and he wasn't notified. He was told that some teachers and staff members were aware of the situation and Security escorted the person off the premises. Ricky said there have been other instances where police were on-site and there was no communication about it. These types of things should be communicated just so we're aware a situation is being handled, especially when police are called.

8. Safety Inspections

Meagan said it is a requirement of the IIPP (Injury & Illness Prevention Plan) that we have a monthly walk-thru of our sites which she says can be done by management at each site. She reported that SCCSIG will be doing an annual review of our IIPP on Monday. She said Lisa made sure all policies were updated.

- Meagan said management can fill out an inspection form and turn it in to HR. She'll bring a copy of the

form to Drew and everyone as needed.

- Drew asked Meagan if she will be following up on the safety walk-thru reports as he would like that at SVAE. Meagan said yes.

9. Safety Training for M&O

Lisa has M&O scheduled for all required OSHA trainings throughout the year. She shared the list at the All Staff meeting. This training restarts in two weeks.

Lisa reported that they are working on a plan where we can get all newly hired staff to complete all required trainings within 30 days of their hire date.

10. Fall Safety Newsletter

Ricky said Lisa has put out a [Safety Newsletter](#) on the intranet and everyone should check it out. There's lots of good information in there.

Lisa said we get updates regularly and try to share all the information that's good for everyone to know there.

11. StopIT Anonymous Reporting

Lisa reported that [StopIT](#) is a mobile app our students use that we can also use to report safety hazards. She said Drew gets notifications for reports from SVAE and Nick for SVCTE; all appropriate parties get their site reports.

- Drew asked if when he receives these reports if he is to handle it internally. What is the protocol?
 - Lisa said we have protocols in our safety plans including the CPP on how to handle situations on a school site. The plans are available under the Safety tab and under the Covid tab. She said everyone should read it, get familiar with it, share it with staff and make sure we're following protocols.

12. Other Safety Plans

Ricky pointed out the [Scissor Lift](#), [Forklift](#), [First Aid](#) and [Fall Protection](#) safety plans are linked in this meeting's agenda. He said everyone can review them.

- Lisa said if the plans are approved, they then go to the Board for approval before they can be posted online. She added that she and Ricky are working together on a Stormwater Plan and they'll present that when it's available.
- The M&O crew just recently completed Forklift training for re-certifications.

13. Open Business

Ricky said there was a fire recently at building 800 that was caused by a personal refrigerator. The district is looking to eliminate the use of both personal refrigerators and space heaters due to the fire hazard they present.

- Small refrigerators that are used for program-specific needs (i.e. medication in Veterinary Assisting) will remain.
 - Elizabeth said Veterinary Assisting program needs a larger refrigerator and asked if that will be okay. Ricky said yes as long as she runs it by Alecia for approval and keeps M&O included for power needs.
- Meagan said that any appliance used for personal use only is not allowed in a workplace.

14. Next meeting

Our next meeting is scheduled for Friday, September 10th.

15. Adjourn

With no further business to discuss, the meeting was adjourned by Ricky at 10:50 AM.