

Safety Committee Meeting Minutes

September 10, 2021

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

Location: Held via Zoom

Present:

Ricky Carrillo

Lisa Ketchum

Elizabeth Belaski

Alexis Agustin

Kim Timoteo

Nick Laskowski

Robert (Bob) McTaggart

Juan Cadavid Munera

Dorothy Reconose

Thomas Kaiser

Rosalie Ruiz

Absent: ??? Waiting to see if this portion will get posted

Meeting commenced at 10:04 AM.

1. Safety Committee Membership

Ricky announced our two new members: Thomas Kaiser, our new IT representative, and Juan Cadavid Munera, our Student representative.

2. Approval of [Agenda](#)

Ricky asked if the agenda for this meeting is approved. All present gave a thumbs-up. Agenda approved.

3. Approve Meeting [Minutes](#) from August 20, 2021

Minutes from August 20 meeting were sent out at the beginning of the week for review. Ricky asked to approve the minutes. All present gave a thumbs-up. Minutes approved.

4. Review and Approve Updated Annual Safety Goals for 2021-2022

Ricky reported that the Annual Safety Goals were [updated](#) for 2021-2022 per what was agreed upon at the August 20 meeting. He read the highlighted changes and said this will be our approved list unless anyone brought any changes to this meeting.

- There were no suggested changes. Annual Safety Goals 2021-2022 approved.

5. Safety Training for M&O Updated

Lisa reported that M&O did in-person training with a third party approved Keenan trainer on August 26 which included Mandated Reporter, Workplace Safety that covers bullying and discrimination, and also Pest Management. All required annual trainings for M&O should be completed by February 10. Lisa said she, Ricky and Meagan are working on a plan to make sure all new employees have their required trainings completed within the first 30 days of employment.

Thomas said he has Chuck King's red emergency backpack and was told it needs to be updated.

- ACTION ITEM: Lisa told Tom to send her his backpack and she'll get it filled.

6. Update on Safety Inspections

Ricky said Meagan is working with Lisa and Alecia to get safety inspections done with the sites and there should be an update available at our next meeting.

Lisa added that our Santa Clara County Schools Insurance Group (SCCSIG) representative will be here on Friday, September 17, to review our IIPP and CPP and will also do a follow-up walk-thru of the campus to see what corrections we have made since his last walkthrough in October 2020. This will not be an official walk-thru; it is a courtesy safety check to give us recommendations on things to be mindful of.

7. Update on Air Quality Safety Plan/Training

Ricky said Meagan should have information on an Air Quality Safety Plan for our next meeting because she

attended a meeting at SCCOE on the topic.

8. Update on other Safety Plans

Lisa reported that we are still working on a Stormwater Management Plan update and will eventually setup training so that we are able to educate staff and make everyone mindful of what is going down our storm drains.

9. Fire Alarm Testing scheduled for Fall Break

Ricky announced M&O has scheduled fire alarm testing for the Fall Break and asked everyone to advise anyone who plans to be here that week as the audibles will be rung during testing.

10. Incident Report Form Update

Ricky said that Kim has updated the Incident Report form to revise the distribution list at the bottom of the form to make sure all the right people are receiving them. He said there have been lots of incidents that have gone unreported including injuries and we need to capture as many of those incidents as possible to make sure we're doing as much as we can to prevent things from happening again.

- Kim sent the link to the updated Incident Report [form](#) draft in the meeting chat.

11. Incident Reports received for August

Ricky said there was a report of a small fire in the kitchen caused by a short. He said the cause of the short was unknown but that the fix is to replace the old equipment.

- Corrective action taken: Ricky gave a quote for equipment replacement to Marleen and Marleen is working on getting it replaced.

Kim said there was also a report on graffiti vandalisms found in the exterior 600 men's restroom as well as on a golf cart that was parked inside 500.

- Corrective action taken: Ricky moved the golf cart to be stored in a storage room with restricted access at building 600.
- Nick added that he follows up on the graffiti reports by forwarding pictures of the graffiti to the Mayor's Gang Prevention Task Force and to the high school principals. He coordinates with others to follow up on these issues.
- Bob asked if we could share the pictures with teachers too. He said teachers might be able to help with that.
- Ricky said more graffiti was found yesterday and this morning. He will send pictures of those to Nick.

12. StopIT Anonymous Reports received for August

Lisa reported that no reports were received for the month of August as this new program has just kicked off. She said to remind everyone that they can report safety hazards and unsafe activities using this app. She said that site and department administrators will receive reports for their site/department and that she and Meagan receive District reports.

13. Open Business

Use of Steridol wipes and GPC cleaning supplies – Requested by Nick

Ricky said the District has supplied Steridol wipes and a bottle of GPC to all classrooms and offices. GPC is a general purpose cleaner that kills 99% of viruses and bacteria. He said M&O uses the cleaner that kills 100% of viruses including Covid every night. This spray is what everyone should be using to clean their surfaces and keyboards, mouse in general.

- Lisa said staff and students can use GPC as it is safe for all to use. GPC is used for all general surfaces

including keyboards and mice. Steridol wipes are to wipe down monitors and sneeze guards, but only teachers/staff can use the wipes.

Lisa said that only staff can use the the Steridol wipes and since they are considered a disinfectant, anyone who uses disinfectant wipes is required to take IPM (Integrated Pest Management) training as the product contains pesticides.

- Bob asked if Lysol wipes he had were safe for students to use.
 - Lisa told him those wipes are not allowed on this campus and that staff can only use wipes provided by the District. She will help him get those replaced with Steridol wipes and get rid of the supply of Lysol wipes. She said people should not bring their own cleaners from outside.
- Nick said that many teachers would like to use other wipes like baby wipes that students might also be able to use to clean more conveniently instead of using paper towels with the GPC spray.
 - Lisa said baby wipes are not a disinfectant so all those will do is smear and move germs and bacteria around. She said GPC with paper towels is best. Another thing that can be used is GPC with microfiber towels.
 - Ricky said he has microfiber towels he can provide to teachers and staff with one if needed. He said they would have to wash their own towel. He said M&O washes their own for reuse as needed.

Alexis said that Norma and Drew have requested to be notified of any new evening programs being held on site. Norma is the person in charge of the Evening program and needs to know when they start, end and their location.

Juan reported that he noticed a lot of students using their cell phones during the Fire Drill held in August. He would like to create some slides of safety procedures on how to properly evacuate a classroom. He would like to reach out to the fire fighter team to work on that.

- Nick and Lisa thanked Juan for his great idea. Nick said he would love to look at what Juan puts, work with him and possibly share with teachers and classes by email or post in Canvas.
- Ricky advised Juan that Nick is the site Incident Commander and invited him to join the Emergency Teams meeting immediately following this meeting to discuss ideas like this.

14. Next Meeting

Our next meeting is scheduled for Friday, October 8, 2021.

15. Adjourn

With no further business to discuss, the meeting was adjourned by Ricky at 10:41 AM.