

Safety Committee Meeting Minutes

November 6, 2020

Scheduled Time: 1:00 PM - 2:30 PM

Location: Held via Zoom

Present:

Ricky Carrillo	- Chair	Kim Timoteo	- Co-Chair & Secretary
Meagan Azevedo	- CO/HR Representative	Susan Nakahira	- CO/HR (Alternate) Representative
Chuck King	- CO/IT Representative	Lisa Ketchum	- Covid Liaison
Danielle Welch	- SO Representative	Nick Laskowski	- SVCTE Representative

1. Introductions

The Safety Committee meeting was called to order at 12:59 PM by Meagan Azevedo. Committee members introduced themselves.

2. Keenan Overview of the Safety Committee

The committee watched a Keenan SafeSchool Training video called Safety Committee Operations.

Link to video: https://metroed-keenan.safeschools.com/training/launch/course_work/18C64FE4-1DF6-11EB-BE7C-25A42873D84D

The purpose of a Safety Committee is to address safety concerns and review safety incidents to help resolve issues and provide a safe working environment for staff and safe learning environment for students.

Meagan gave thanks to Lisa Ketchum and the Maintenance & Operations team for participating in numerous safety and OSHA trainings, and applying updated cleaning and sanitizing methods to ensure we are following appropriate safety protocols to work towards a safer workplace.

Lisa added that there are California Ed codes that require schools to have a Safety Committee and a Comprehensive School Safety Plan (CSSP) that is sent to the Governing Board by March each year, and said that Ricky is working on that now.

3. Update Committee Membership for 2020-2021

Still needed: *Parent Representative Student Representative SJPD Representative*

Meagan Azevedo reported that she sent emails out in an effort to find Student and Parent representatives to serve on the Safety Committee. She plans to reach out to teachers for references and also see if any other teachers are interested in joining the committee.

4. IIPP Draft of COVID-19 Addendum

Meagan reported that she has been working on updating the Injury & Illness Prevention Plan (IIPP) as the last update was dated 2014. Lisa has helped with providing an addendum on Covid.

Meagan sent out the IIPP to key personnel to review and suggest changes for updates as needed. All feedback should be sent to Meagan.

The goal is to send the IIPP to the Governing Board for approval in December.

Lisa gave a brief summary on some of the OSHA and safety trainings M&O has taken and said she surveyed the group to find out what other trainings they would be interested in taking in the future.

Annual CPR training and other trainings are in the planning stages. There will be more information to come. The focus for the time being is to update our district CSSP, IIPP, and other safety related plans, and get them

posted on our intranet for employee access as needed.

- The intranet is getting updated so there are many broken links that will soon be fixed.
- Exposure plans will be posted after Board approval.
- An anonymous reporting form is now available online.
- There is an 'Emergency' tab on the metroed.life page and safety information will get posted on our external MetroED page.

5. Annual Safety Walkthrough Findings of October

A Santa Clara County School Insurance Group inspector did a walkthrough of the campus in October and gave a report of safety issues, violations and concerns.

- Ricky and M&O team have taken immediate action and have been working on correcting numerous items around campus.
- Meagan reached out to teachers that need to address items in their areas. Teachers have been responsive and quick to comply.
- The inspector will return for a follow-up walkthrough in the near future.

6. Incident Command Structure Assignments Review & Update

Meagan announced that Nick Laskowski is our new Incident Commander.

- Nick is being trained on his role and has an upcoming meeting with a consultant who is also helping our district with updating our CSSP and Incident Command protocols.
- Ricky Carrillo will also be part of this meeting and has been working with said consultant on our CSSP.
- Nick said he is looking forward to this training and we should continue to follow existing protocols for now.
- Nick said it's a good idea to have all employees take Keenan's online Incident Command training. Meagan said she can assign it to people, starting with the Safety Committee members.

Chuck King said improvements on Radio Protocols should be one of our focuses when preparing for these drills.

- Ricky agreed and said the training he and Nick will be doing with the consultant is the first step. The Incident Commander will have to take charge and instruct everyone else to keep quiet.

7. 2020-2021 Emergency Drill Calendar

The draft of the 2020-2021 Emergency Drill Calendar was sent to Cabinet for approval.

Meagan said it is important to review the dates and stick to the schedule once it has been approved.

There is an upcoming Lockdown Drill set for November 17. It was suggested we cancel or postpone this drill until new employees are trained on procedures.

- Meagan said training on the emergency procedures will be included in the New Employee Orientation coming up in a couple of weeks.
- Meagan said we need to find out new procedures with new Covid protocols included because it changes the lockdown procedures due to regulations on occupied space.
- The committee agreed to cancel the November 17th drill.

8. Review Meeting Schedule

Safety Committee meetings have always been held on the first Fridays from 10:45 a.m. – 12:00 p.m.

- After a brief discussion, everyone agreed to keep the same schedule for these meetings.

9. Review Summer Incident Reports

Incident reports will be reviewed at our next meeting as time ran out.

10. Next Meeting

The next meeting is scheduled for Friday, December 4, 2020.

Items to discuss at next meeting: Incident report reviews, walkthrough follow up, additional OSHA training with M&O, follow up on IIPP.

With no further business to discuss, the meeting was adjourned at 2:37 PM by Meagan.