



Health Management and Safety Committee Meeting

1:30 pm, January 21, 2016
Educational Support Services Conference Room

Meeting Minutes - APPROVED

<u>Members:</u>	<u>Present:</u>	<u>Absent:</u>	<u>Represented By:</u>
Steve Avelar, ESS - ETC	X		
Robin Kirby – Student Programs and Services		X	
Mary Lakey, San Gabriel West	X		
Ashley Lightfoot, Safety Coordinator	X		
Garth Maijala, SIPE	X		
Karen Poland, REC	X		
Nancy Norton, Childcare	X		
Erin Miller, Maintenance and Operations	X		
Holly Stoner, Student Programs and Services	X		
Traci Theis, Educational Support Services		X	
Karen Woodruff, Human Resources	X		

- **Call Meeting To Order** – 1:35pm by Steve.
- **Once Around the Table**
 - Nicolas Miale has resigned, so Karen Poland will now be representing Rancho El Chorro.
 - Went once around the table and everyone introduced themselves.
- **Approval of Notes**
 - Nancy made a motion to approve the notes from December. Ashley seconded the motion.
- **Review Agenda**
 - Two changes for January’s Agenda:
 - Heading should read: "Approval of Notes from December", not October.
 - The Annual Blood Drive is on Tuesday, January 26th, not Wednesday, January 27th.
 - Ashley made a motion to approve agenda with the two corrections. Steve seconded that motion.
- **Promotions of Safety Incentive Programs**
 - We send email reminders and are getting a substantial amount of responses. We will remove this topic from next month's agenda.
- **Safety Incentive Program (Drawings)**
 - **Caught In the Act**
 - **Perpetrator** - \$50 Target gift card
 - **MADDY DALGARN, REC**
 - **Agent at Large** - \$10 Jamba Juice gift card
 - **CHRISTINE WHEATON, REC**
 - **Safety Modules**
 - **Winner** – \$50 Target gift card
 - **AMBER DEEM, LOMA VISTA** for completion of the “Asbestos Hazard Safety” safety module.
 - **Health & Fitness Challenge**
 - **Winners** - \$50 Big 5 gift card
 - **NOEL ROJAS, CJ**
 - **KAREN POLAND, REC**

- Safety Is a Gas
 - Winner - \$50 Gas card
 - **JACKI SEIBERT, BUSINESS SERVICES**

- **Reports**

- Budget Report – Ashley Lightfoot
 - Current Account Balance
 - Request to Fund a Safety Item from last meeting was removed, as it was paid through AUSD.
 - \$10, 892.76 for the committee to spend on safety-related items. Garth suggested that since the SIPE Physical Therapist has been going out to several of our sites, he recommends that we pay attention to the PT's suggestions, as they will likely be appropriate use of funds.
 - SIPE Credit Funds: \$3,420.60
 - Discretionary Funds: \$5,243.14
 - Unencumbered Funds: \$2,229.01
 - Received Income
 - \$40,260.26 from all sources
 - SIPE funded \$9,260.26 for the replacement forklift.
 - Per Garth, we should have received the check for the SIPE Rebate. Ashley will follow up with Cheryl at SIPE.
 - Budget Expenditures
 - Encumbrances/Expenditures
 - \$ 24,218.00
 - SIPE Credit
 - \$63.30 spent on a sandbox cover
 - Site Inspections
 - \$626.10 was spent out of the available \$3,200 (\$400 for each of the 8 department)
 - Discretionary Funds
 - \$119.85 was spent out of the available \$5,363.00 to spend.

- Review Employee Accident Trends – Karen Woodruff
 - Karen did not have her report at the time of the meeting. The following was reported thereafter:
 - Total: 28 since July 1, 2015
 - Reported Injuries: 18
 - First Aid: 1
 - Claims: 9
 - Since last month, there have been 2 additional claims (one of which was a slip/trip/fall), 4 additional reports, and one first-aid.

- Student Accidents – Ashley Lightfoot
 - One student incident to report in the past month. A student had a seizure at Loma Vista. Holly filled us in and stated it was the same student who had a seizure back in September. The student has not sought medical treatment for the seizures and Holly has been following up with the student to ensure the student receives appropriate medical care. These incidences are not uncommon as Community Schools are at a higher risk for drug-induced health issues.

- Safety concerns/suggestions:
 - Karen wanted to thank Ashley and the maintenance crew for removing the plant at the front.
 - Nancy discussed sharing a link to Stanislaus COE's health website due to its excellence in promoting health and wellness for their staff. The committee expressed an interest in finding out more about this link. Ashley stated that we will start having monthly building meetings, which would be a great opportunity for more health & safety incentives and activities.

- Safety Inspections, all sites and departments – Ashley Lightfoot
 - Every department has completed their Site Safety Inspections and earned their \$400 incentives. All associated work orders have also been completed. Many departments have not used their funds and have until the end of the school year to do so. Ashley reminded everyone to keep inspecting and maintaining their sites.

- **Risk Management / SIPE** – Garth Majjala

- March 18th is a county-wide workshop for Safety Committee members. RSVP to Erin who will RSVP to SIPE.
- SIPE is receiving a lot of calls regarding roof leaks and mold--these are not what SIPE is for. Garth suggested calling maintenance and submitting work orders.

➤ **Old Business**

➤ **Department Safety Meetings:**

➤ Ashley stated that we have a few departments who have not completed their department safety meetings. Erin has sent emails regarding this to the appropriate departments who are missing the sign-in sheets.

➤ **Annual Blood Drive - January 26, 2016**

➤ Karen stated that the Maintenance Department will block off part of the parking lot for the blood bus. The Blood Drive will be from 12pm-4pm and they have had a great response so far.

➤ **New Business**

➤ **Purchase Requests:**

➤ Karen Poland presented a new Purchase Request regarding replacement of the degrading wooden steps leading to the cafeteria at Rancho El Chorro. Maintenance suggested the use of expanded metal stairs that allow the mud and water to drop down below the stairs. Total cost was estimated to be \$920 (including tax & shipping). Karen shared pictures of the steps and their degradation with the committee. Ashley stated we could put this under the SIPE Safety Grant. Nancy Norton made a motion to approve the request. Karen Woodruff seconded the motion.

➤ Mary submitted a request to Katherine Aaron's office for a lift. Holly stated that Katherine has asked Holly to do some more research regarding the timing and urgency of the issue before approving the request. If Katherine approves the request, then it will be presented at the next Safety Meeting.

➤ Karen reported that Heidi is still working with the company regarding the fingerprinting tables that were discussed in a previous meeting.

➤ Karen Poland presented another request for grease-resistant and slip-resistant mats for the kitchen staff at Rancho El Chorro. They are requesting 5 U-Line mats for an estimated \$1000. Karen Woodruff stated she thought the mats would prevent slips, trips, and falls. Nancy made a motion to approve the request. Karen Woodruff seconded the motion.

➤ Holly inquired about an online training modules for staff for health-specific topics. Safeschools.com has a lot of health-related modules but at a fee and wanted to know if it could be paid for by the Safety Committee or if she should go to her Administrator. Ashley stated that this committee has funded safety trainings for staff in the past and this would fall under the same category. He stated we would need a quote to find out how much it would cost and we could determine at that point if the committee would have the funding. Holly stated she would need to know how many people were interested in the trainings because the cost is based on the number of users.

➤ **Meeting adjourned - 2:30pm.**

MEETING SCHEDULE 2015-16

Sept. 17, 2015	Supt's Conference Room	Feb. 18, 2016	ESS Conference Room
Oct. 15, 2015	ESS Conference Room	Mar. 18, 2016	Countywide Workshop (brief meeting to follow)
Nov. 18, 2015	Supt's Conference Room	Apr. 21, 2016	Supt's Conference Room
Dec. 17, 2015	ESS Conference Room	May 19, 2016	ESS Conference Room
Jan. 21, 2016	ESS Conference Room		

COMMITTEE MEMBERS:

Steve Avelar	Chair	Nancy Norton	Member
Robin Kirby	Member	Karen Poland	Member
Mary Lakey	Member	Holly Stoner	Member
Ashley Lightfoot	Safety Coordinator	Traci Theis	Member
Garth Majjala	SIPE Representative	Karen Woodruff	Member
Erin Miller	Recorder		

Statement of Purpose and Objectives:

The Health Management and Safety Committee will assist supervisors, site administrators, and employees in creating a climate of safety awareness. This requires open lines of communication where employees have the opportunity and are eager to participate in safety programs. Employees are encouraged to voice concerns about hazards or potential hazards without fear of reprisal.

Committee Goal for 2015-16:

Our goal for 2015-16 is to facilitate a 50% reduction in "slips, trips and falls" at SLOCOE, increase awareness of safe practices, and to see an overall increase in employee participation in safety incentives.