

TULARE COUNTY OFFICE OF EDUCATION  
**SAFETY COMMITTEE MEETING**  
**MINUTES**

East Conference Room - Education Building  
January 8, 2008

**PRESENT:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> John Caudle                     | <input checked="" type="checkbox"/> Kelly Forney, BMI          |
| <input checked="" type="checkbox"/> Marie Holguin                   | <input checked="" type="checkbox"/> Magdalena Milward, Migrant |
| <input checked="" type="checkbox"/> Candy Hilvers, School Health    | <input type="checkbox"/> John Sanchez, Child Care              |
| <input checked="" type="checkbox"/> Susan Scott, Human Resources    | <input checked="" type="checkbox"/> Breck Klawitter, Keenan    |
| <input type="checkbox"/> Debbie Smith, Maintenance                  | <input type="checkbox"/> Martha Alexandros SEE                 |
| <input checked="" type="checkbox"/> Pat Hansen, BTSA                | <input checked="" type="checkbox"/> Jim Beggs, Keenan          |
| <input checked="" type="checkbox"/> Leigh Mosconi, Special Services | <input checked="" type="checkbox"/> Joe Garza, SEE             |
| <input type="checkbox"/> Jeanne Nava, Human Resources               | <input type="checkbox"/> Ron Koop, TCOE                        |
| <input checked="" type="checkbox"/> Rene Moncada, LSMA              | <input checked="" type="checkbox"/> Don Davie, LSMA            |
| <input checked="" type="checkbox"/> Mary Baltazar, Human Resources  |  |

**CALL TO ORDER**

The meeting was called to order at 8:30 a.m. by John Caudle.

John Caudle reminded committee members to be sure a monthly sign off and visual inspection of the fire extinguishers is in place. Also, be sure to have extinguishers recharged yearly.

**MINUTES**

Kelly Forney motioned to approve the minutes of the October 11, 2007 meeting as written, seconded by Jim Beggs.

**INJURY/ILLNESS REPORT**

Kelly reported that there would be a meeting between Breck, Jim and herself to review number of injury claims. Kelly did report that they have seen an increase of on the job injuries for the Office of Education (approximately 30%). This report will reflect the increase in teacher strain-bys. Kelly will report back to John Caudle on suggestions for training sessions.

Back safety lifting flyers were distributed by Kelly. Flyers of this nature are also emailed to committee members.

**NEW BUSINESS**

1. Breck Klawitter distributed worker's comp claims information. The information was a mid-year comparison of injury by cause and by occupation. Breck will look into training session to help staff learn to recognize and prevent site specific injuries.

Leigh Mosconi informed committee that staff workshops are held to instruct staff on dealing with aggressive students. Leigh will give dates of scheduled workshops to Marie to distribute to committee members.

2. Workplace Safety Newsletter will be emailed to Marie from Kelly and Marie will submit via email to the committee.
3. Jim Beggs distributed an ergo workstation handout and reminded members to share with staff the importance of getting up from workstations every hour to stretch.
4. A copy of how to recognize a stroke was distributed by Jim Beggs. Jim will forward an email of this handout to Marie to be distributed to committee.
5. John Caudle distributed copies of the State Fund Safety News.
6. John Caudle distributed informational handouts on Automated External Defibrillators on Children.
7. John Caudle informed staff of the Employee Safety Handbook available by hard copy or on the TCOE website. Hard copies can be obtained from Marie Holguin in Business Services or from the Human Resources department.
8. Reporting of on the job injuries – staff members were reminded to always contact the Human Resources department.

**NEXT MEETING DATE**

March 4, 2008, 8:30 a.m. - TCOE East Conference Room

**ADJOURNMENT**

The meeting was adjourned at 9:20 a.m.

cc: Jim Vidak  
Dr. Pansy Ceballos  
Dr. Marilyn Rankin  
Jeanne Nava  
Ray Chavez  
Louie Perez