

TULARE COUNTY OFFICE OF EDUCATION  
**SAFETY COMMITTEE MEETING**  
**MINUTES**  
East Conference Room - Education Building  
May 6, 2008

**PRESENT:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> John Caudle                     | <input type="checkbox"/> Kelly Forney, BMI                     |
| <input checked="" type="checkbox"/> Marie Holguin                   | <input checked="" type="checkbox"/> Magdalena Milward, Migrant |
| <input 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 type="checkbox"/> Joe Garza, SEE                        |
| <input checked="" type="checkbox"/> Jeanne Nava, Human Resources    | <input type="checkbox"/> Ron Koop, TCOE                        |
| <input type="checkbox"/> Rene Moncada, LSMA                         | <input checked="" type="checkbox"/> Don Davie, LSMA            |
| <input checked="" type="checkbox"/> Mary Baltazar, Human Resources  | <input type="checkbox"/> Ray Chavez, Child Care                |
|   | <input checked="" type="checkbox"/> Mike Phenicie, Keenan      |

**CALL TO ORDER**

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

Tulare County Office of Education standard safe practices was reviewed by John Caudle, locations of exits and fire drills.

Leigh Mosconi, Program Manager, shared with the committee that the local fire department made a site inspection at the Yettlem Learning Center. The current documentation of fire extinguishers that is in place at his site was recognized by the fire department.

Louie Perez was acknowledged as doing a high-quality job of keeping records on the extinguishers in the TCOE building.

Noted, as well, are records of fire drills that are also essential. Please be sure that records are checked and are accurate.

**MINUTES**

Pat Hansen motioned to approve the minutes of the March 4, 2008, meeting as written, seconded by Susan Scott.

**INJURY/ILLNESS REPORT**

In Kelly Forney's absence, Breck Klawitter reported that TCOE has had an average type year of claims filed, which in fact is a fine report.

No vehicle injury claims reported this year.

## **OLD BUSINESS**

Discussion continued on the current situation of food vendor at the ERS building. John Caudle stated that some employees would like to have vendor available for lunch time. Once the construction is completed at DOE Avenue there will be a location that food vendor can park their van that will not be a traffic hazard. In the meantime, vendor will be asked to park at the green curb area adjacent to Resource and Referral building. Magdalena Milward-Marquez with follow through with Ray Chavez.

## **NEW BUSINESS**

### **STATE FUND NEWSLETTER**

State Fund Newsletter Issue Two 2008 was distributed by John Caudle. John brought the committees attention to the article on asphalt safety. With construction projects at ERS he asked that committee share safety tips when asphalt is being put in place. State Fund Newsletter will also be emailed to committee members in PDF. format, so that the safety information can be forwarded to staff in programs.

### **MONTHLY WORKPLACE SAFETY NEWSLETTER**

Breck distributed the *Monthly Workplace Safety Newsletter*. With the hot weather coming along, Jim Beggs reinforced the need to get Heat Illness Prevention Strategy information to staff.

- Good physical condition is essential to being able to adapt to the heat. Fat acts as insulation and does not allow the body to cool efficiently, through perspiration.
- Wear loose fitting clothing made with breathable fabrics, if outside, a large brimmed hat is recommended, sunglasses protect the eyes as well.
- Drink plenty of cool fluids if working outside, 8 oz. every 20 to 30 minutes. Stay away from heavily sugared beverages and high levels of caffeine. Sports drinks are good but check the labels for caffeine and sugar.
- Stay away from alcohol especially in the summer time, that ice-cold beer will rob your body of needed fluids and will not quench your thirst.
- If you start to feel dizzy or lightheaded, get into the shade (not a parked car) as quickly as possible. Shade is defined as an area that does not cast a shadow. In lieu of air conditioning, fans can be very helpful by moving air over perspiration on the skin to cool the body.

For anyone working outside it is required by employer to have fresh water available for them.

## COMMENTS

John Caudle commended Breck and Jim for their willingness and readiness to put on in-service presentations. Please contact them and they can help staff with topics on prevention.

Also noted is that Jim Beggs is available to do ergonomic work station review.

John Caudle asked the committee members, for future meetings, to submit agenda items with topics of interest or concerns to Marie Holguin.

## **NEXT MEETING DATE**

October 7, 2008, 8:30 a.m. - TCOE East Conference Room

## **ADJOURNMENT**

The meeting was adjourned at 9:00 a.m.

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