

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

East Conference Room - Education Building
January 10, 2006

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

PRESENT	<input checked="" type="checkbox"/> Rich Graham, TCOE	<input checked="" type="checkbox"/> Kelly Forney, BMI
	<input checked="" type="checkbox"/> Donna Martin, Special Services	<input type="checkbox"/> Theresa Porter, Migrant
	<input type="checkbox"/> Candy Hilvers, School Health	<input type="checkbox"/> John Sanchez, Child Care
	<input checked="" type="checkbox"/> Susan Scott, Personnel	<input checked="" type="checkbox"/> Breck Klawitter
	<input checked="" type="checkbox"/> Roger Beavers, Maintenance	
	<input checked="" type="checkbox"/> Jeanne Nava	

MINUTES

The minutes of the meeting held on October 11, 2005 were approved as mailed.

INJURY/ILLNESS REPORT

Kelly provided and discussed current workers' comp claims reports for TCOE and Child Care. The reports were broken down by number of claims and incurred costs.

OLD BUSINESS

NEW BUSINESS

1. Breck discussed the January 2006 issue of the Monthly Workplace Safety Newsletter. He will provide an electronic copy as soon as it is available.
2. Breck also discussed services of Jim Beggs, our new Safety Professional. Jim may be reached at 559 287-9883.
3. Rich discussed availability of the Employee Safety Handbook on the TCOE website. The handbook includes the TCOE Injury and Illness Prevention Program recently reviewed by Breck.
4. Accident reporting procedures were discussed. Staff members are reminded to always contact Human Resources any time an employee is injured on the job. Special circumstances apply when an employee is sent to the hospital.
5. Rich distributed copies of safety catalogs.

NEXT MEETING DATE

March 7, 2006, 8:30, TCOE Board 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