

**TULARE COUNTY OFFICE OF EDUCATION**  
**SAFETY COMMITTEE MEETING**  
**MINUTES**  
East Conference Room - Education Building  
May 2, 2006

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

**PRESENT**

<input checked="" type="checkbox"/> Rich Graham, TCOE	<input type="checkbox"/> Kelly Forney, BMI
<input checked="" type="checkbox"/> Donna Martin, Special Services	<input checked="" type="checkbox"/> Theresa Porter, Migrant
<input checked="" type="checkbox"/> Candy Hilvers, School Health	<input type="checkbox"/> John Sanchez, Child Care
<input type="checkbox"/> Susan Scott, Personnel	<input checked="" type="checkbox"/> Breck Klawitter, Keenan
<input checked="" type="checkbox"/> Roger Beavers, Maintenance	<input checked="" type="checkbox"/> Martha Falcon, SEE
<input type="checkbox"/> Jeanne Nava, Human Resources	<input checked="" type="checkbox"/> Jim Beggs, Keenan
<input checked="" type="checkbox"/> Ray Chavez, Child Care	<input checked="" type="checkbox"/> Linda Hamilton, Human Resources
	<input checked="" type="checkbox"/> John Wilborn, Business

**MINUTES**

The minutes of the meeting held on March 7, 2006 were approved as prepared.

**INJURY/ILLNESS REPORT**

Kelly was unable to attend the meeting but provided current workers' comp claims information. The information was broken down by occupation, cause, struck by, fall/slip and strain.

**OLD BUSINESS**

**NEW BUSINESS**

1. Rich distributed information on pandemic influenza received from the Department of Education which included a school district preparation checklist.
2. Emergency information for heat illness prevention was distributed.
3. Breck discussed the monthly Workplace Safety Newsletter.
4. Information about an on-line employee safety training program was provided.
5. The process for notifying designated staff in the event of a major emergency situation was discussed.
6. A great laminated poster titled "When To Notify OSHA" was discussed. Kelly provided copies to members.
7. The March 2006 TCOE Employee News Gallery contained information on the TCOE Injury and Illness Prevention Program. This information is also available on the TCOE web site.
8. Safety catalogs were distributed.
9. The TCOE Employee Safety Manual has been updated. It is provided to all new employees and is available to current staff upon request. The manual is also available on the TCOE web site.
10. Breck and Jim provided new information on disposal of alkaline batteries. Home Depot and the County of Tulare have disposal sites.

**NEXT MEETING DATE**

October 10, 2006, 8:30, TCOE East Conference Room

**ADJOURNMENT**

The meeting was adjourned at 9:45 a.m.

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