

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

East Conference Room - Education Building
October 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"/> Leigh Mosconi, 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 checked="" type="checkbox"/> Susan Scott, Human Resources	<input type="checkbox"/> Breck Klawitter, Keenan
	<input type="checkbox"/> Roger Beavers, Maintenance	<input checked="" type="checkbox"/> Jim Beggs, Keenan
	<input type="checkbox"/> Jeanne Nava, Human Resources	<input checked="" type="checkbox"/> Martha Alexandros, SEE
	<input checked="" type="checkbox"/> Roger Smith, Information Services	<input checked="" type="checkbox"/> Joe Garza, SEE

MINUTES

The minutes of the meeting held on May 2, 2006 were approved as written.

INJURY/ILLNESS REPORT

Kelly provided and discussed current workers' comp claims reports for TCOE and Child Care. The reports were broken down by year, occupation, cause, and department and included incurred values. The data revealed a spike in injuries for 2006. Our workers comp team is on it. A number of ergonomic workshops have been completed recently by Jim and Breck. Kelly can provide in depth data on injuries at any given program or site upon request.

OLD BUSINESS

Kelly provided a flyer showing workers' comp workshops for the year including "Commonly Made Mistakes/Implementation of Safety Programs" coming in December and "Am I In Compliance?" scheduled for March.

NEW BUSINESS

- Rich reviewed employee safety activities and resources of TCOE. Topics included:
Employee Safety Manual
Injury and Illness Prevention Program
Tulare County Schools Directory safety information on inside cover
Safety Committee activities – members were reminded to distribute information to their groups
Upcoming board policy on emergency response
Tulare County Schools Emergency Response Plan
Emergency Response Plans in TCOE schools
Emergency evacuation drills and maps
Office of Emergency Services notifications and planning for emergency information distribution
- The Tulare County Schools Workers Compensation JPA monthly newsletter for September 2006 was distributed and discussed. Issues are sent via email to committee members who are urged to forward to employees in their group.
- A classroom emergency kit flyer was distributed and discussed.
- Issue Three, 2006 of the State Fund Safety News was distributed along with several safety manuals.
- Future Safety Committee dates are: January 9, 2007, March 6, 2007 and May 1, 2007.

NEXT MEETING DATE - January 9, 2007, 8:30, TCOE East Conference Room

ADJOURNMENT - The meeting was adjourned at 9:30 a.m.

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