

TULARE COUNTY OFFICE OF EDUCATION

SAFETY COMMITTEE MEETING

MINUTES

East Conference Room - Education Building

May 1, 2007

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 type="checkbox"/> Magdalena Milward-Marquez, Migrant
<input checked="" type="checkbox"/> Candy Hilvers, School Health	<input type="checkbox"/> John Sanchez, Child Care
<input type="checkbox"/> Susan Scott, Human Resources	<input checked="" type="checkbox"/> Breck Klawitter, Keenan
<input checked="" type="checkbox"/> Debbie Smith, Maintenance	<input checked="" type="checkbox"/> Jim Beggs, Keenan
<input checked="" type="checkbox"/> Martha Alexandros, SEE	<input checked="" type="checkbox"/> Joe Garza, SEE
<input checked="" type="checkbox"/> Pat Hansen	

MINUTES

The minutes of the meeting held on March 6, 2007 were approved as written.

INJURY/ILLNESS REPORT

Kelly provided and discussed a current workers' comp claims report for TCOE. The report was broken down by location and type of injury and included number of claims for March 2007 as well as incurred values. Kelly can provide in-depth data on injuries for any given program or site upon request.

OLD BUSINESS

- Responses for CPR training indicated considerable staff interest. Rich will work with Candy to set up some training. Training will include AED. Breck provided helpful information on various aspects of AED implementation. Candy will develop draft AED implementation guidelines for programs wishing to purchase an AED.

NEW BUSINESS

- The Tulare County Schools Workers' Compensation JPA *Monthly Workplace Safety Newsletter* was discussed. Issues are sent via email to committee members who are urged to forward them to employees in their group. The newsletter for April was distributed.
- State Fund Safety News was distributed.
- Jim Beggs discussed heat illness prevention and provided several helpful handouts.
- Use of portable heaters was discussed. Under desk portable heaters are discouraged for safety as well as liability reasons. If a portable heater is used, the employee should be sure to follow these guidelines:
 1. Be sure the unit is turned off when not in use.
 2. Be sure the unit is not near anything (including bare toes).
 3. An extension cord is not used.
- Rich distributed workplace violence information provided by the Visalia Police Department. The information will be added to the Emergency Instructions inside the cover of the 2008 Tulare County Schools Directory.
- Future meeting dates were distributed.

NEXT MEETING DATE – October 9, 2007, 8:30 a.m., TCOE East Conference Room

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

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