

TULARE COUNTY OFFICE OF EDUCATION
SAFETY COMMITTEE MEETING

MINUTES

East Conference Room - Education Building
October 11, 2007

PRESENT:

<u> </u> x	John Caudle, TCOE	<u> </u> x	Kelly Forney, BMI
<u> </u> x	Marie Holguin, TCOE	<u> </u> _____	Magdalena Milward, Migrant
<u> </u> _____	Candy Hilvers, School Health	<u> </u> x	John Sanchez, Child Care
<u> </u> _____	Susan Scott, Human Resources	<u> </u> _____	Breck Klawitter, Keenan
<u> </u> x	Debbie Smith, Maintenance	<u> </u> x	Martha Alexandros, SEE
<u> </u> _____	Pat Hansen, BTSA	<u> </u> x	Jim Beggs, Keenan
<u> </u> _____	Leigh Mosconi, Special Services	<u> </u> x	Joe Garza, SEE
<u> </u> x	Jeanne Nava, HR	<u> </u> x	Ron Koop, TCOE
<u> </u> x	Rene Moncada, LSMA	<u> </u> x	Don Davie, LSMA

CALL TO ORDER

The meeting was called to order at 8:00 a.m. by John Caudle with introductions made around the table.

John Caudle recommended to committee members to be sure they calendar annual checks of wall plaque evacuation plans, fire extinguishers and exits signs to make sure there is a recorded sign-off in place.

MINUTES

The minutes of the meeting held on May 1, 2007 were approved as written.

INJURY/ILLNESS REPORT

Kelly distributed and discussed current workers' comp claims reports for TCOE and Child Care. The reports were broken down by number and percent of claims and incurred costs. The reports were Five Year Point-In-Time Comparisons and measured frequency, severity, cause, occupation and location. Kelly will bring lifting training information to share at our next meeting. Kelly is available for any questions.

OLD BUSINESS

1. CPR – It was decided by management that CPR training be provided by each division for their staff. Candy Hilvers, Health Services, is available to give information to departments on individuals and organizations that offer such training. She can be reached at 651-0130.
2. Red Curb EEC – the painting of the curbing at the Educational Enrichment Center parking lot is now completed.

John informed the committee that we were aware of the poor condition of the parking lot pavement at EEC and that we have offered to participate with the County to resurface. We are just waiting to hear from them.

NEW BUSINESS

1. Workplace Safety Newsletter will be emailed to John from Kelly and he will submit via email to the committee.
2. Safety Inspection – On August 22, 2007, Jim Beggs, Louie and Roger performed a walk through safety inspection of the TCOE building, DOE Avenue and Enrichment Center. All three offices were in pretty good shape.

Jim shared a power point presentation with some isolated instances that our three offices need to address; (a) not blocking doorways or exit signs; (b) too much clutter under desks; (c) becoming more careful with heaters and fans that may be left on; (d) and power cords around desk areas.

3. Portable Heaters - Please be aware they can be accidentally left on and start a fire.
4. Air Quality Warnings – San Joaquin Air Resources Board sends out notifications. When our office receives these warnings, Marie will send out a notice to committee members.

NEXT MEETING DATE

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

ADJOURNMENT

The meeting was adjourned at 8:50 a.m.

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