

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

**MINUTES**

East Conference Room - Education Building  
October 7, 2008

**PRESENT:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> John Caudle                     | <input checked="" type="checkbox"/> Kelly Forney, BMI          |
| <input checked="" type="checkbox"/> Marie Holguin                   | <input checked="" type="checkbox"/> Magdalena Milward, Migrant |
| <input checked="" type="checkbox"/> Candy Hilvers, School Health    | <input checked="" type="checkbox"/> John Sanchez, Child Care   |
| <input type="checkbox"/> Susan Scott, Human Resources               | <input type="checkbox"/> Breck Klawitter, Keenan               |
| <input checked="" type="checkbox"/> Debbie Smith, Maintenance       | <input checked="" type="checkbox"/> Martha Alexandros SEE      |
| <input type="checkbox"/> Ron Koop, BTSA                             | <input checked="" type="checkbox"/> Jim Beggs, Keenan          |
| <input checked="" type="checkbox"/> Mike Stephens, Special Services | <input type="checkbox"/> Joe Garza, SEE                        |
| <input type="checkbox"/> Jeanne Nava, Human Resources               | <input checked="" type="checkbox"/> Mike Phenicie, Keenan      |
| <input type="checkbox"/> Rene Moncada, LSMA                         | <input type="checkbox"/> Don Davie, LSMA                       |
| <input checked="" type="checkbox"/> Mary Baltazar, Human Resources  | <input type="checkbox"/> Ray Chavez, Child Care                |
|   | <input type="checkbox"/> Elainea Scott, ERS                    |

**CALL TO ORDER**

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

Tulare County Office of Education standard safe practices was reviewed by John Caudle, locations of exits and fire drills. Every department should have an evacuation plan.

Noted, as well, are records of fire extinguishers. Please be sure that records are checked and are accurate. Louie Perez was acknowledged as doing a high-quality job of keeping records on the extinguishers in the TCOE building. Report any out of date extinguishers to Louie Perez.

**MINUTES**

Michael Stephens motioned to approve the minutes May 6, 2008, meeting as written, seconded by Martha Alexandros.

**INJURY/ILLNESS REPORT**

Kelly Forney distributed six-year comparison reports for Office of Education and Child Care. These figures account for any and all claims submitted by both offices. Reports are valued at point and time of July 31, 2008.

Even though Office of Education has had a steady number of claims filed within the last three years, the good news is that severity of claims has decreased.

Child Care data reflects a decline in frequency; however claims were higher in severity.

Keenan looks closely at the frequency of claims. This enables them to see what direction they need to take to provide proper training. Programs can call Jim Beggs, Breck Klawitter or Mike Phenicie with concerns or questions about safety matters. They are available to give advice and present.

Michael Stephens reported that at regularly scheduled staff meetings safety issues are always addressed.

## **OLD BUSINESS**

John reported that the asphalt project for the Enrichment Center parking lot has been two years in the planning. Sealant this time will be applied as a patch repair. The scheduled dates are October 18, 19, 25 and 26; November 1 and 2, 2008.

## **NEW BUSINESS**

STATE FUND NEWSLETTER was distributed by John Caudle. John addressed the importance of sharing this newsletter with staff. All articles in these issues are good and made reference to the sun safety tips awareness as we need to be reminded that the sun's rays can cause serious skin problems.

### **MONTHLY WORKPLACE SAFETY NEWSLETTER – September 2008**

Jim Beggs reviewed the handouts on classroom and workstation ergonomics. Be sure to get up and out of your desk area periodically, stand, stretch, go for a walk, take mini breaks.

Jim also distributed the CHP Wireless Telephone Laws FAQs. This is a very informative question and answer handout. Please get the word out to your sites.

John Caudle suggested that copies of all safety handout distributed today should be placed on office bulletin boards in each department.

## COMMENTS

Martha Alexandros reported that the roofing project at the SEE program on Akers was coming together very nicely.

The first Keenan Worker's Comp workshop for this school year addressed *school site safety awareness*.

Jim reported that he, Breck Klawitter and Mike Phenicie, after January 2009, will be conducting RELIEF inspections at our buildings. Some of the areas that are looked at are custodial closets, lighting fixtures, exit doors, hazardous materials, etc. An office/classroom inspection checklist was distributed at the meeting to inform the committee to what hazards they will be in inspecting. Please share with your departments.

## **NEXT MEETING DATE**

January 22, 2009, 8:30 a.m. - TCOE East Conference Room

## **ADJOURNMENT**

The meeting was adjourned at 9:05 a.m.

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