

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

**MINUTES**

East Conference Room - Education Building  
January 22, 2009

**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 type="checkbox"/> Candy Hilvers, School Health               | <input checked="" type="checkbox"/> Anita Stein, Child Care    |
| <input type="checkbox"/> Susan Scott, Human Resources               | <input type="checkbox"/> Breck Klawitter, Keenan               |
| <input type="checkbox"/> Debbie Smith, Maintenance                  | <input type="checkbox"/> Martha Alexandros SEE                 |
| <input type="checkbox"/> Ron Koop, BTSA                             | <input checked="" type="checkbox"/> Jim Beggs, Keenan          |
| <input checked="" type="checkbox"/> LouAnn Lubben, Special Services | <input type="checkbox"/> Joe Garza, SEE                        |
| <input checked="" type="checkbox"/> Jeanne Nava, Human Resources    | <input checked="" type="checkbox"/> Mike Phenicie, Keenan      |
| <input type="checkbox"/> Rene Moncada, LSMA                         | <input checked="" type="checkbox"/> Don Davie, LSMA            |
| <input checked="" type="checkbox"/> Mary Baltazar, Human Resources  | <input type="checkbox"/> Ray Chavez, Child Care                |
|   | <input checked="" 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. Fire extinguishers should be inspected monthly, noted and dated.

**MINUTES**

Jeanne Nava motioned to approve the minutes October 7, 2008 meeting as written, seconded by LouAnn Lubben.

**INJURY/ILLNESS REPORT**

Kelly distributed the Six Month Comparison Injury Report for TCOE and Child Care July 1 through December 31, 2008. As of today, Kelly reported that claims were down for both TCOE and Child Care. The goal is to keep going in that direction.

Graphs of this nature are arranged for Keenan to facilitate where there is a need to focus their energy.

**OLD BUSINESS**

No report.

**NEW BUSINESS**

STATE FUND NEWSLETTER was distributed by John Caudle. John addressed the importance of sharing this newsletter with staff. John brought attention to the article on Safety with Solvents. Sometimes staff will overlook daily contact with familiar chemicals and their possible side effects.

MONTHLY WORKPLACE SAFETY NEWSLETTER – January 2009

The workplace newsletter was shared by Jim Beggs and reviewed by John Caudle. Make sure to pay extra attention to hand washing procedures. Washing your hands with antibacterial soap is the best method of killing germs. Be thorough and complete and wash hands for at least 15 seconds.

INSPECTION OF TCOE – Mike Phenicie

On November 17 and November 21, 2008 Keenan & Associates conducted a ReLief Property and Liability Inspection for the Tulare County Office of Education's following sites: Doe Avenue Complex; LB Hill Learning Center; Yettem Learning Center; Success Community School; Mid-County Community School; Mid-County Community School; La Sierra Junior Academy; La Sierra High School, Porterville; La Sierra Military Academy.

The purpose of the inspection is to assist TCOE in our Property and Liability Loss Prevention Program.

Mike Phenicie presented a power point overview of some high priority items that need to be addressed at several of the sites.

John Caudle will be contacting respective departments and following through with each responsible supervisor to correct these hazards.

COMMENTS

LouAnn Lubben reported that when Breck presented at the L.B. Hill site it really made a difference to staff and students.

The final workshops on the *Worker's Compensation Education Seminar Series*, presented by Breck Klawitter, Keenan and Associates, will be held on Monday, February 2, in Porterville and Tuesday, February 3, in Visalia. For more information Kelly Forney can be contacted at 635-3585 or [Kelly@bminc.com](mailto:Kelly@bminc.com).

**NEXT MEETING DATE**

March 3, 2009 - 8:30 a.m. - TCOE East Conference Room

**ADJOURNMENT**

The meeting was adjourned at 9:09 a.m.

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