

TULARE COUNTY OFFICE OF EDUCATION
SAFETY COMMITTEE MEETING
MINUTES
East Conference Room - Education Building
March 3, 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"/> Carol Maldonado, Migrant |
| <input checked="" 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 checked="" type="checkbox"/> Debbie Smith, Maintenance | <input type="checkbox"/> Martha Alexandros SEE |
| <input checked="" type="checkbox"/> Ron Koop, BTSA | <input type="checkbox"/> Jim Beggs, Keenan |
| <input type="checkbox"/> LouAnn Lubben, Special Services | <input checked="" type="checkbox"/> Joe Garza, SEE |
| <input type="checkbox"/> Jeanne Nava, Human Resources | <input 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 checked="" 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.

Introductions were made around the table; Carol Maldonado is now the new representative for Migrant Education.

Tulare County Office of Education standard safe practices was reviewed by John Caudle, locations of exits and fire drills.

Fire/Emergency exit plaques need to be readily seen and posted in meeting rooms and designated areas in offices of the education buildings.

John informed committee that it is time to prepare for a practice fire drill. Every six months maintenance reserves all rooms for fire alarm testing; John will organize the next fire drill for May 26 between the hours of 8:00 – 2:00.

MINUTES

Kelly Forney motioned to approve the minutes January 22, 2009 meeting as written, seconded by Elainea Scott.

INJURY/ILLNESS REPORT

Kelly presented a composite of the Worker's Compensation Claims November 2008 through January 2009. First graph is TCOE and Child Care complete. Report showed that three month period to have an increase in miscellaneous foreign body; i.e. in the eyes. Second and third graphs are divided by TCOE and Child Care individually and reports their claim numbers by cause.

Kelly can provide individual program composites upon program request. Please contact Kelly if this is of interest to you.

OLD BUSINESS

No report.

NEW BUSINESS

MONTHLY WORKPLACE SAFETY NEWSLETTER – Kelly Forney reviewed the newsletter for February 2009. Please post on bulletin boards in division designated sites.

These handouts are also emailed to TCOE-HR and in turn emailed to all TCOE employees. It is really important to get these safety reminders out to employees; so we are using all of our avenues to get safety measures circulated.

Kelly reported that the most recent and last worker's compensation seminar of the year was held on February 2 and 3. It detailed how to do an investigation on what to look for to avoid or prevent work related injuries and illnesses.

A quick reference guide for administrators was distributed by Kelly, as well as, a hard copy of the power point presentation "Injury Incident Investigation" that was presented those days.

Kelly informed committee that further training on the topic is available you just need to contact Kelly.

COMMENTS

John commented on Mike Phenicie's excellent presentation on Keenan's property and liability inspection of various TCOE sites. John reminded committee members to be aware of electrical and mechanical closets that are being misused as storage areas; and, top of cabinets and filing cabinets that are piled high with items. John will follow through, also, with site supervisors to make them aware and try to minimize this problem.

Candy Hilvers asked if there was an emergency plan on how TCOE would go about "our business" if we were in a state of disaster and not able to come to work.

Ron Koop wanted to thank TCOE and County for the resurfacing of the parking lot at the Enrichment Center building.

John informed committee that, in the spring, the parking lots at the DOE Avenue complex will be sealed and bad spots will be cut out and replaced.

Ray Chavez asked if committee knew what would be the process of evacuation; who we coordinate with in the event of a disaster. Committee will look toward obtaining a list on the chain of command up to the State level.

NEXT MEETING DATE

May 5, 2009 – 8:30 a.m. - TCOE East Conference Room

ADJOURNMENT

The meeting was adjourned at 9:10 a.m.

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