

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

**MINUTES**

East Conference Room - Education Building  
May 5, 2009

**PRESENT:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> John Caudle                     | <input checked="" type="checkbox"/> Kelly Forney, BMI       |
| <input checked="" type="checkbox"/> Marie Holguin                   | <input 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 checked="" type="checkbox"/> Martha Alexandros SEE   |
| <input checked="" type="checkbox"/> Ron Koop, BTSA                  | <input checked="" type="checkbox"/> Jim Beggs, Keenan       |
| <input checked="" type="checkbox"/> LouAnn Lubben, Special Services | <input checked="" 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 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.

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

**MINUTES**

Elainea Scott motioned to approve the minutes of the March 3, 2009 meeting as written, seconded by Ray Chavez.

**INJURY/ILLNESS REPORT**

Kelly Forney distributed bar graphs on worker's compensation claims for February and March 2009 for TCOE and Child Care. "Strain by" remains high. Discussion followed about "struck by animals" and concern for staffs that provide home visits. Kelly will share information with that department on safe practices to prevent animal attacks. Kelly will follow up with Anita Stein.

**OLD BUSINESS**

Fire drill at the TCOE Building and Enrichment Center Building will take place on May 26, 2009. TCOE and EEC representatives please inform your staff of a "surprise" practice drill sometime this month.

Practice fire drill for the Doe Avenue complex will be scheduled during the summer months.

**NEW BUSINESS**

MONTHLY WORKPLACE NEWSLETTER – Jim Beggs distributed copies of May 2009. April newsletter was email to all employees from the Human Resources Department.

Topics on May Newsletter

Fire Safety - Some school districts are transitioning to fire retardant paper for bulletin boards and student work. Teachers are asked to reduce paper on walls and to keep trash bins away from outside walls. Make sure employees know the process of fire extinguisher use.

Heat Stress – watch out for your staffs – provide adequate water; 1 quart per hour while working outside in heat that is in excess of 85 degrees; and shady areas to cool down.

Proper footwear is important; shoes should stay on feet. Please be sure to use carts. There is no need to carry heavy loads. If there is anything that programs need safety information on; please provide loss control with a description and they will be able to help with prevention strategies.

## **COMMENTS**

Candy reinforced to the committee the best prevention for curtailing spreading of germs is to stay home if you are ill, make sure to wash hands frequently; and clean surfaces when you can.

Kelly mentioned that next year's Education Series Workshops will be in September, December and March. Kelly will send out dates to members.

John commented on the assistance our office gets from Keenan. They are always available and come to our aid on the spot.

John thanked Mike Phenicie for his help with the mildew situation at our Yettem site. Turnaround on testing was quick to ensure the safety of employees.

Anytime there are safety concerns, please get Keenan involved and they will take care of problems.

It was discussed that CAHAN (California Health Alert Network) is a web-based emergency planning system used by school districts; not county offices of education.

## **NEXT MEETING DATE**

October 6, 2009 – 8:30 a.m. - TCOE East Conference Room

## **ADJOURNMENT**

The meeting was adjourned at 9:15 a.m.

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