

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

East Conference Room - Education Building  
October 6, 2009

**PRESENT:**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> John Caudle                          | <input checked="" type="checkbox"/> Kelly Forney, BMI       |
| <input checked="" type="checkbox"/> Marie Holguin                        | <input type="checkbox"/> Magdalena Milward, 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 checked="" type="checkbox"/> Breck Klawitter, Keenan |
| <input checked="" type="checkbox"/> Debbie Smith, Maintenance            | <input type="checkbox"/> Martha Alexandros SEE              |
| <input type="checkbox"/> Ron Koop, BTSA                                  | <input type="checkbox"/> Jim Beggs, Keenan                  |
| <input 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 type="checkbox"/> Don Davie                          |
| <input checked="" type="checkbox"/> Mary Baltazar, Human Resources       | <input type="checkbox"/> Ray Chavez, Child Care             |
| <input checked="" type="checkbox"/> Christina Loya, Migrant Kings County | <input type="checkbox"/> ERS                                |
| <input checked="" type="checkbox"/> Carol Maldonado                      |   |

**CALL TO ORDER**

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

A new member was introduced and welcomed to the committee: Christina Loya, Migrant Program.

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 May 5, 2009 meeting as written, seconded by Mary Baltazar.

**INJURY/ILLNESS REPORT**

Kelly presented a two-month comparison (July and August) bar graph on worker's compensation claims for both TCOE and Child Care combined. In the occupation category of aides there was an increase from 3 to 15. Graphs of this nature are arranged for Keenan to facilitate where there is a need to focus their energy. Keenan will be doing a hands-on training for prevention on October 12 at the Yettem site; October 16 at Maple in Tulare; and October 30 in Porterville.

Please warn staff members about open toe shoes when working with students. Safety reminders are often necessary on a regular basis even though they may seem redundant.

Anytime there is a concern, please let Loss Control know and they would be more than happy to do safety training at sites in recognizing potential unsafe conditions.

Mike Phenicie reported that property liability inspections that were done last year are now being scheduled for follow-up inspections. Mike will be contacting those site administrations to schedule appointments.

## **OLD BUSINESS**

No report.

## **NEW BUSINESS**

MONTHLY WORKPLACE SAFETY NEWSLETTER – Breck Klawitter had copies of the Monthly Workplace Safety Newsletter to distribute. He stressed the importance of sharing this information with staff. The Monthly Safety Newsletter is now being distributed by email to all TCOE employees from the Human Resources Division.

John Caudle shared a letter from the California Department of Education encouraging schools and districts to participate in earthquake preparedness drill. The “Great California ShakeOut” is to take place October 15, 2009 at 10:15 a.m.

John reported that this is voluntary; but that the TCOE building on Burrel has registered to be a part of the statewide drill. Flyers were distributed to share with staff on the procedures to take if an earthquake should strike. A website was also included.

Each TCOE site will need to coordinate, individually, by site if they plan to participate.

## **COMMENTS**

John asked committee member for suggestions on topics/concerns to cover at our regularly scheduled meetings.

Carol Maldonado (Migrant) reported that their site was conducting CPR training for staff on November 30, 2009.

John reported that the wellness activity sponsored by SISC and Health and Wellness Center on Akers in April 2009 was very beneficial in helping a few staff members with health issues.

Keenan and Associates will be conducting worker’s compensation workshops....”Working with Part-time Employees to Decrease Work Related Injuries” on December 6, 7 and 8, 2009. More information to follow from Keenan to administrators.

Debbie Smith reported that J and D Alarm will be conducting fire alarm inspections on November 18 (Burrel and EEC) and 19 (DOE), 2009.

## **NEXT MEETING DATE**

January 5, 2010 - 8:30 a.m. - TCOE East Conference Room

## **ADJOURNMENT**

The meeting was adjourned at 9:00 a.m.

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