

TULARE COUNTY OFFICE OF EDUCATION
SAFETY COMMITTEE MEETING

MINUTES

East Conference Room - Education Building
January 5, 2010

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 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 checked="" type="checkbox"/> Ron Koop, BTSA | <input checked="" 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 type="checkbox"/> Christina Loya, Migrant Kings County | <input type="checkbox"/> ERS |
| <input type="checkbox"/> Carol Maldonado | |

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.

Please let Marie know if you need extra copies of evacuation floor plans for your buildings.

MINUTES

Ron Koop motioned to approve the minutes October 6, 2009 meeting as written, seconded by Jeanne Nava.

INJURY/ILLNESS REPORT

Kelly reviewed the TCOE 5 Month Claim Comparison for the months of July through November covering the past five years for both TCOE and Child Care.

Again "struck by" is showing an increase as well as "strain by". Keenan is aware of the increasing numbers and are working on appropriate trainings. Keenan has provided training for Special Services staff in the Porterville, Tulare and Yettlem areas.

Kelly will add a "severity of injury" column on her report for further information to committee members.

Jim Beggs suggested that details from employees to supervisors are important to categorize the injury to reduce the miscellaneous category.

CABLEPATH tape was shared with committee members. This type of tape is used to secure cords to carpets or floors to prevent tripping over cords.

OLD BUSINESS

Bid opening meeting on January 6 for Maple School Special Services program parking lot and roof project.

NEW BUSINESS

MONTHLY WORKPLACE SAFETY NEWSLETTER – This monthly newsletter is now being distributed via email to all Tulare County Office of Education employees from the desk of Jeanne Nava, Assistant Superintendent/Human Resources. From this day forth we will no longer reproduce these documents in hard copy for our meetings unless there is a request from one of the committee members.

Mike Phenicie reported that the follow up inspections proved productive as the high-priority fix-its were completed. Just a few housekeeping items at Child Care's storage room need to be addressed. Mike will contact Child Care program to go over finishing touches.

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

COMMENTS

John addressed committee on the importance of these safety meetings to address safety issues that transpire in the departments within Tulare County Office of Education. John extended his appreciation to all committee members for taking the time to come to these meetings.

NEXT MEETING DATE

March 2, 2010 - 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