

TULARE COUNTY OFFICE OF EDUCATION
SAFETY COMMITTEE MEETING

MINUTES

East Conference Room - Education Building
January 19, 2012

PRESENT:

- | | |
|--|---|
| <input checked="" type="checkbox"/> John Caudle | <input checked="" type="checkbox"/> Kelly Forney, BMI |
| <input checked="" type="checkbox"/> Marie Holguin | <input type="checkbox"/> Virginia Baiza, ERS |
| <input checked="" type="checkbox"/> Sandra Dutch, School Health | <input checked="" type="checkbox"/> Anita Stein, Child Care |
| <input checked="" type="checkbox"/> Carol Maldonado, Migrant | <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"/> Special Services | <input type="checkbox"/> Joe Garza, SEE |
| <input type="checkbox"/> Jeanne Nava, Human Resources | <input checked="" type="checkbox"/> Mike Phenicie, Keenan |
| <input type="checkbox"/> LSMA | <input type="checkbox"/> Don Davie |
| <input checked="" type="checkbox"/> Mary Baltazar, Human Resources | <input type="checkbox"/> Roger Smith, Information Systems |
| <input type="checkbox"/> Christina Loya, Migrant Kings County | <input type="checkbox"/> Raul Angeles, Child Care |

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

Anita Stein motioned to approve the minutes of the October 4, 2011 meeting as written, seconded by Ron Koop. Minutes are submitted electronically to committee members.

INJURY/ILLNESS REPORT

Kelly presented the Worker's Comp claim updates in what she felt was a more effective way of showing numbers (frequency) and costs. First chart was by site; second chart by occupation and third chart by type of injury.

Also presented was a handout with the date; location; and small description of injury. By sharing this useful information with site administrators, this should assist supervisors in the prevention of similar injuries. This document can be used at staff meeting as a handout (since there is no name identification for privacy) to enable review of safety methods "what not to do."

The committee felt that the way Kelly arranged the format of information presented was very clear; informative and easy to understand. Good job. Kelly's efforts are greatly appreciated.

Kelly Forney and Mike Phenicie will be meeting with School Health; Kathy Johnson and Nani Rowland to incorporate their data into the Safe Schools On-line Training.

OLD BUSINESS

Speeding in the parking lots at DOE Avenue is still an issue; mainly at the north side of the complex near the School Health Building. "Slow Down" signs have been posted. John is asking for suggestions from DOE Staff.

Also there is a speeding issue at the Educational Enrichment Center drive through. John will ask the county to install speed bumps.

NEW BUSINESS

Mike Phenicie informed the committee that property and liability inspections for TCOE and Child Care will begin in February 2012.

MONTHLY WORKPLACE SAFETY NEWSLETTER – DECEMBER 2011 newsletter was emailed to all Tulare County Office of Education employees from the desk of Jeanne Nava, Assistant Superintendent/Human Resources. Sites are asked to print at least one copy of the newsletter and place it on a bulletin board where it can be seen by staff.

CPR/AED Certificate – Kathy Johnson initiated an email to all TCOE staff asking if anyone having a current CPR/AED certificate and would like to be added to our list of responders. At this time our responders are Sherri Rocha, Jody Arriaga at TCOE and Carol Maldonado, Susan Fabro at the DOE Avenue complex. In addition, Kathy Johnson will be conducting biannual review of CPR techniques (breathing) with all responders. First review took place December 20, 2011.

COMMENTS

John Caudle commented that the attendance of the insurance individuals at our safety meetings is very much appreciated; the information they bring to this committee is instrumental in providing for a safe work environment for our employees.

John commented on the terrific job that Kathy Johnston has done with the responders.

NEXT MEETING DATE

March 6, 2012 - 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
Roger Beavers