



**OAK GROVE SCHOOL DISTRICT**  
**SAFETY COMMITTEE MINUTES**  
**March 19, 2018**

In attendance:

Neil Rauschhuber  
Sylvia Alvarez  
Colleen Fanciullo  
Yolanda Jauregui  
Val Wood  
Martha Prado  
Ruth Martin  
Karen Lemm  
Laura Stricker  
Anthony Valdez

Neil called the meeting to order at 3:05 p.m. January minutes were distributed and approved. Note: February meeting was cancelled. Yolanda will post on the internet.

Committee Reports:

Karen Lemm gave her report for Risk Management for January and February.

January there were 5 injuries. One employees saw a doctor. 2 incidents were preventable.  
Employees need to be aware of their surroundings.

February there were 8 injuries. Two employees saw a doctor. 3 incidents were preventable.  
Once again employees need to slow down and be aware of their surroundings.

Mariane Pham was absent. Student accidents were not reported.

No report for M&O -

Anthony reported out for Custodial and Transportation

Custodian schedules have been revised. There will be 2 custodians at middle schools.

There will be AESOP training for Transportation.

There will be forklift training on April 6<sup>th</sup>.

Quarterly M&O training is on April 3<sup>rd</sup>.

Site Liaison report was given by Val Wood

Martha inquired about the notifications to sites on back and lifting safety that were in the agreement with the teachers for consolidation. Colleen will revise the newsletter and place an article on the front page of the Spring Safety Newsletter on lifting. Karen has Keenan Safety Bulletins that could also be used. Sylvia stated she will meet with Andy and look at the MOU with the teachers so we are in compliance.

Martha submitted a report for Parkview. The committee discussed what is a topic for the Safety Committee and which needs work orders for processing. Site topics for site updates, overcrowded classrooms, etc. should go through the Principal. There is a transition meeting every Tuesday on consolidation.

Martha stated Parkview needs another crosswalk. Neil stated that would go through the City of San Jose. Syvlia stated she could give Martha the contact for crossing guards. May help as a contact.

Val Wood asked when air filters are changed. Neil stated schools on the new EMS system informs M&O when filters need to be changed. The other sites Lisa submits work orders quarterly to have them changed. If a site believes the filters have not been changed, the work orders can be pulled up to see when they were changed last. If they were missed, contact Lisa.

Val also asked when carpets and floors are cleaned. Anthony stated there is a schedule for each site. If the custodian is not following the schedule, please contact him. He will discuss it with the custodian. If the schedule is not adequate, the principal should meet with Anthony to revise.

Val mentioned the teachers do not received adequate training on safety topics. Neil stated each site should be following the SB187 and state and federal requirements. Val asked who should update the SB187 information regarding the district. Colleen stated she will do the updates. The district may want to consider using the Santa Clara County SB187 template so the plans are standardized throughout the district. Oscar asked if Colleen could send it to him. She stated she could update the plan to include the information and new requirements so it will be ready to send to principals for next year.

Neil reported out on the 5 year plan:

The lockdown drill for DO is May 27<sup>th</sup> at 9:30.

During the Great Shake Out, folks will be assigned through the Staffing Officer to inventory the equipment in each bin. Labels will be placed on the bins so Logistics will know where to deliver them during an emergency.

The CNS and Warehouse Handbook are pending. The Warehouse is ready for print. CNS is in HR.

Neil mention the Receptionist Protocol. It will be changed to the Front Desk Protocol. All employees will be trained in case they are assigned the desk. Colleen will go through each department and discuss the protocol. Will take approximately 10 minutes per department.

Meeting was adjourned at 3:55 pm

The next meeting will be February 12th at 3:00pm.