

Minutes

San Benito High School District Safety Committee Meeting:

Date January 14, 2013

This meeting called to order at 2:02 P.M. in Room 135 by Debbie Fisher

Present at the meeting: Doug Evers, Rob Zimmerman, Kristy Urbina, Elizabeth Martinez, Jill Ichien, Melody Gomes, Debbie Fisher, Carol Heiderich, Bryan Smith, Mercedes Berglund, Stan Rose, Karen Zanella and Alicia Breckenridge

Absent from meeting: Jen Henig, Adrian Ramirez, Christina Hval, and Juan Robledo

Approval of Minutes: November 5, 2012 approval of minute's motion by Karen Zanella, 2nd by Melody Gomes, all agreed to approve minutes.

Safety Budget Status: Melody Gomes stated that our current safety budget balance is \$4096.22. Melody commented that we had run out of incentives and that she has purchased an additional \$200.00 on new incentive rewards. A majority of the safety modules are being done by transportation and food service. Carol Heiderich will be sending out a memorandum/email reminding employees of where to go to do the trainings. Doug Evers suggested that a link to the trainings be added under links for staff. Debbie Fisher asked Melody to send out email acknowledging the accomplishments of the transportation and food service trainings. Rob Zimmerman stated that with his departments work load and inaccessibility to a computer is a problem. Doug Evers suggested using safety money to buy a computer for the maintenance and facilities department people to be able to access for these trainings. Rob suggested talking to Jim Delameter about using one of the phased out computers from the computer labs instead.

Synopsis of Injuries update: Carol Heiderich said that we had two incidents since the November 5 meeting. One person slipped on an orange, no claim was filed. The second person was injured while checking coolant in a bus, there was a claim filed on this one. The coolant incident happened offsite. Kristy Urbina stated that transportation does provide safety goggles. According to Kristy, the employee didn't realize how hot the coolant would be and failed to use the safety goggles. Kristy stated that she would provide safety specific training to her department. Doug said that he would see what kind of training information he can locate for their department.

District Statistical Analysis: Doug Evers said that Keenan has provided information for December, but the report he brought to the meeting was through November 30. The paid to date amount for this year is \$1279.85 and a further 31,372.21 in estimated payments to be made on two claims. We have had no lost work days for this year so far. He did state that the next report will show an additional three or four injury claims. Stan Rose asked if Doug had noticed any trends in our district. Doug reported that we have been fairly even in claims for the last 6 years. Doug stated that he would bring a comparative of other districts to the next meeting.

Old Business: Rob Zimmerman reported that the step ladders have been purchased and need to be labeled and delivered. Rob will have the ladders engraved with the room number that they will be stored in. Ali Breckenridge will prepare labels for Rob to have put on the ladders. Rob and Ali both stated that we need to figure out some way to verify the ladders are where they belong at the end of year checkout. Rob reported that the stand behind lines at the crosswalk would need to be done by the city. Rob stated that during Easter week the city of Hollister will be coming out to cut back the trees in front of the school. When asked about the lock blocks Rob said that we need to open a new Purchase Order and order more. He is going to try soaking some of them in a solution to see if we can keep them from compressing so fast. It was requested that Ali send out an email to all staff to find out who currently does not have a lock block installed. Rob reported that as far as installing blinds he needs to be able to free up a person to take measurements. He pointed out that blinds will be expensive and that he is trying to figure out a more cost effective option as well as durable. Rob will bring some options to the next meeting.

Stan Rose reported that the Nash Road closure MOU is still in the works. This will be the status for awhile as we are waiting on the city attorney to complete the MOU. Stan stated that there was not much progress on the moveable stop signs. Mercedes Berglund said that the cars are a lot better at following the stop signs. After a

conversation Mercedes had with someone at city hall they have repaired the flashing crosswalk signs and should be repairing the flashing lights in the road soon.

New Business: Rob looked at the main entrance to the administration building and agreed that it would be a good place for carpeting. He has the carpet person coming out to get measurements and an estimate to use carpet tiles in this area. Carpet tiles will enable easy repair if damaged. Rob also had a contractor come in to prepare a quote on handrails on the ramp in the administration building. There would be one located on the North wall as you come in from the West entrance as well as a short rail on the North wall leading up to the second story. They will be quoting on the cost of using metal and using wood. They also looked at installing a handrail in the center of the stairs leading in from the East outside entrance and along the walls on the inside (where the two steps are located). Juan Robledo and Rob spoke with a person regarding the price for a new tarp and rollers that could also be used for the PE classes to use to help preserve the flooring. Rob said that the quote came in at \$12,000.00 for the tarp and rolling mechanism which also brushes the tarp as it gets rolled up. Debbie Fisher and Rob will contact the different groups (such as Baler Backers and ASB) that would be using the tarp on a regular basis and see if they are willing to help pay for the new tarp. The price quoted is for a mid-grade tarp and is a couple years old Rob will check to see if the price is still accurate. This tarp came with a five year warranty.

Meeting Adjourned at 3:14 Motion by Elizabeth Martinez seconded by Mercedes Berglund.

Rules of the Safety Committee Responsibilities: Next meeting March 11, 2013