

Minutes

San Benito High School District Safety Committee Meeting:
January 30, 2012

The meeting was called to order at 2:05 P.M. in Room 135 by Debbie Fisher.

Present at the meeting: Doug Evers, Rob Zimmerman, Christina Hval, Kristy Urbina, Karen Zanella, Jill Ichien, Jennifer Henig, Debbie Fisher, Carol Heiderich, Antonio Vela, & Mercedes Berglund.

Absence: Melody Gomes, Elizabeth Martinez, & Stan Rose.

Approval of Minutes: December 5, 2011 approval of minutes motion by Karen Zanella, 2nd by Juan Robledo, motion carried.

Report from Site Safety Committee: Antonio Vela reported that we are gearing up for a Code Red drill. The last evacuation went well. The marked classroom numbers on the meeting areas made the evacuation smoother. Antonio did note that there is still some confusion on the buddy system and that it needs to be addressed in one of the professional development meetings. Antonio also mentioned that we still need to do an evacuation where we move the entire campus to the football stadium to simulate an event where students would be released to parents.

Antonio noted that emergency communications will be improved with the purchase of the Aeries software and that the database will be installed on the administrations iPads in case of evacuation. Rob Zimmerman brought up that there was an incident where the fire alarm in 316 was pulled, it registered on the main alarm boards but no alarm was sounded in or near that room. During the Winter break Rob had First Trust Alarm come in and go through the alarm system. They redid a few connections and rechecked the system. All systems worked correctly afterwards.

Safety Budget Status: Karen Zanella reported on the safety budget as of January 30, 2012 we have expenditures totaling \$7036.69. A total of \$5700.00 was spent on the speed bumps by maintenance and transportation as well as the ones in baler alley. \$289.95 was spent in training the cafeteria workers in fire protection. Debbie Fisher stated that she would like to know at the next meeting how much of the safety budget is money left from last year and how much we received for this year.

Synopsis of Injuries update: Carol Heiderich reported that since December 6, 2011 we have had four injury reports leading to claims. One was for tendinitis, one for injury while loading a tool, one is a strain from pushing a wheelchair, and one was hit by a student. There were also four injury reports that did not lead to claims they were from students pinching and employees tripping. It was recommended to reduce injuries by reviewing the safe operating procedures before using or moving new or rented equipment, training on the proper way to push a wheelchair. Rob stated that the trip hazard had been addressed. The hazard was created where two entrance mats overlapped. The maintenance crew has pulled the mats further apart so there is no overlap and will keep an eye out to make sure they stay that way.

District Statistical Analysis: Doug Evers reported that Keenan has not supplied statistical data as of today. Over all the school is looking good for a reduction in injuries, but would still like to see less slips, trips and falls. Suggested that staff be reminded if they see a safety concern to fix it, such as adjusting mats when they roll up on edges, or report the problem to maintenance so they can fix it.

Classroom Safety Inspections: Ali Breckenridge reported that the safety inspection forms went out

on December 5, 2011. As of January 30, 2012 we were only waiting for 28 to be returned from classrooms and 8 from sites, such as the Library, Maintenance, Technology, SSB, Principal, Cal Soap and Psychologist. Rob will be using information gained from the surveys for seismic safety. Debbie stated that we are looking to do the form electronically and that we also need to reiterate they do help get problems corrected.

New Business: Jen Henig would like to purchase safety gear for employees working with severely handicap students due to incidents of pinching and excessive grip force. Employees would be instructed to wear the gear with particular students where this has been an issue. The arm guards are approximately \$30 each and would need 3 to 4 sets, the gloves are \$15 per set and would need 3 to 4 as well. Christina Hval motioned to approve the purchase, seconded by Mercedes Berglund. Motion carried.

Christina Hval asked for clarification if the expenditure for jackets for the cafeteria workers was still ok. Doug and Debbie stated that it was.

Juan Robledo asked about restocking of the First Aid kits. Mercedes stated that she had the supplies to restock the kits. Antonio and Mercedes said that they would work together to get an email out to staff informing them of where they could restock their First Aid kits.

Old Business: Carol Heiderich stated that there have been 37 trainings done online. We are still giving out Starbucks or Subway gift cards for every five trainings completed. Jill Ichien asked where the trainings could be done and if they could be done during the work day or if they were to do on their own time. Debbie commented that they could be done in small sections as time allowed. A suggestion was made that employees without access to computers be allowed to use the computer labs on special schedule days to complete the trainings.

Rob Zimmerman reminded everyone that the JPA Safety Inspector will be here in February. Rob plans to use the safety inspection checklists to inspect problem rooms prior to their visit. Rob and Tony from JPA will better ID areas of concern so that they may be addressed.

Rob said that he will be having someone come in to discuss installing a handrail at the front entrance of the main building on the outside and inside stairs as well as up the ramp.

Christina Hval said that she and Doug Evers are still discussing the oversized hot pads. Doug would prefer that they have pockets for the hands. Christina commented that the workers prefer the regular hot pads. Christina stated that there have been no burns this year using hot pads. Last year they had two burns using the glove style.

Discussion was started on staff parking. Kristy Urbina stated that the pipe gate by transportation will continue to be locked; this is for student and staff safety. Christina suggested that the area between transportation and the 400's be paved and used as student parking and turning the baler alley parking lot and the Mattson Gym parking lot into staff parking. Debbie requested that this be brought back at the next meeting due to time constraints. Doug Evers suggested Debbie speak with Watsonville High School about road closure during school hours.

Meeting Adjourned: Ali Breckenridge motioned to adjourn at 3:05pm, Karen Zanella seconded. Motion carried.

Rules of the Safety Committee Responsibilities: Next meeting March 26, 2012