



Pathway to the Future

SAFETY COMMITTEE MINUTES

Date | time 3/6/18 1:40 P.M. | Meeting called to order by Miguel Cruz

In Attendance

Miguel Cruz Dan Norris Esmeralda Torres Thomas Carroll Virginia Pender
Gokcen Ceran Anthony Alberts

Approval of Minutes

The minutes from February 2018 meeting was approved by Dan Norris 2nd by Virginia Pender

Goals for Safety Committee 2017-18 update

Develop a prioritized safety committee calendar to review and implement the State and Federal required Safety Plan.

Take inventory of classroom red backpacks and emergency arch at each site standardize of what should be included/replaced.

Take inventory of School Emergency Arc's, a standard of what should be inside, and a funding source for items, which need to be included/replaced.

Provide our sites with support in crisis management training.

Assignments and Reports

Chairperson- Miguel Cruz/ Co-chair Thomas Carroll

Risk Management- Mayra Waller

- o None to report

Student Incidents- Mayra Waller and Jill Tamashiro

- o There were 33 Student Incidents/Injuries during February.

MOT- Dan Norris, Esmeralda Torres, and Miguel Cruz

i. Maintenance

1. Training with maintenance on Recognizing the unsafe act or condition and how to remove exposure to them.
2. Emergency and Preparedness Training Completed with Maintenance, Grounds and Transportation personnel during the month of February

ii. Grounds

1. Two Grounds Workers attended the School IPM workshop in Carmel, CA with the Department of Pesticide Regulation.

2. Management attended Gopher IPM training in Carmel, CA with Department of Pesticide Regulation
- iii. Custodial
 1. All custodial teams will have Emergency and Preparedness training over spring break. Agenda will include demo and effective bathroom cleaning by custodial supplier Cal-Jan.
- iv. Transportation
 1. No School bus accidents within the month of February
 2. One of our permanent bus drivers has retired. Interviews were completed and new bus driver will start March 19, 2018
- v. Vandalism District Wide
 1. Two Break ins during month of February at Corporation Yard and Northwood Elementary

Site Liaisons- Thomas Carroll, Gokcen Ceran, Anthony Alberts, Virginia Pender

- i. Feed back or concerns from Elementary or Middle School Sites
 1. Thomas Carroll had question regarding the timing on lockdown devices

Strategic Planning- Jill Tamashiro, Miguel Cruz

1. BUSD Emergency Drill Summary
 1. Safety Committee Reviewed a Summary of school site Drills completed for 17-18 school year
2. Emergency Flip Chart
 1. Draft of Emergency Flip Chart was sent out for review and edit
 2. Final draft will be brought as an action item during the April Safety Committee Meeting
3. Playground Safety Plan (**Action Item**) Approved by Dan Norris 2nd by Thmoas Carroll
 1. Standards and operating procedures to maintain district playground facilities and protect its users.
 2. Plan includes inspections, training, audits and inspections forms.
 3. Plan will be part of upcoming trainings with Maintenance and Custodial staff and posted online.
4. Control of Hazardous Energy Program or Lock Out/Tagout Plan (**Action Item**) Approved by Anthony Alberts 2nd by Gokcen Ceran
 1. Goal of plan is to establish a means for positive control to prevent the accidental starting or activating of machinery or system while they are being repaired, cleaned, and/or serviced.
 2. Plan includes assignment of responsibility, procedures, training, and inspection.
 3. Plan will be part of upcoming trainings with staff and posted online.
5. BUSD Safety Committee 17/18 Spring Safety Committee Newsletter
 1. Will be brought forth for the approval at the April board meeting

Next Meeting

April 10, 2018 @ Morrill

Motion to adjourn was made at 2:15PM and was approved by Gokcen Ceran, 2nd Dan Norris