



Pathway to the Future

# SAFETY COMMITTEE MINUTES

Date | time 5/7/19 1:30 P.M. | Meeting called to order by Miguel Cruz

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## In Attendance

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Miguel Cruz, Dan Norris, Colleen Fanciullo, Virginia Pender, Catherine Aguilar,

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## Approval of Minutes

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A motion to approve April 2019 meeting minutes was made by Colleen Fanciullo and 2<sup>nd</sup> by Dan Norris.

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## Goals for Safety Committee 2018-19 update

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- Establish Goals for the BUSD Safety Committee for 2018-2019.
- Addition of a digital radio frequency for the Maintenance, Grounds, Transportation, and Custodial Departments. Integration of digital frequency will include access to district emergency channel.
- Update and standardize School Site Evacuation Maps. Updated maps will include location of Utility Shut Offs, AED, Fire Ex. etc.
- Review and recommend Emergency Management and Communication Software for implementation as part of our safety protocols.

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## Assignments and Reports

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1. Assignment and Reports by Sub-Committee members for 2018-2019
  - a. Chairperson- Miguel Cruz and Co-Chair- Virginia Pender
  - b. Risk Management- Maria Smith
    - i. Committee reviewed the injury report for the month March. One (1) injury was reported with no loss time. No follow up measures were necessary.
  - c. Student Incidents- Jill Tamashiro
    - i. Committee reviewed the Student Incidents/Injuries report for the month of March. Twenty-One (21) accidents with seven (7) preventable accidents during March. No follow-up measures were necessary.
  - d. Maintenance, Operations and Transportation- Dan Norris, Cathy Aguilar, and Miguel Cruz
    - i. Maintenance
      1. Focus for team has been reactive maintenance work orders and addressing outstanding painting requests.
      2. Safety Training Topics covered with staff included ***Guidelines to address water intrusion problems*** and ***When Convenience is Dangerous (Distracted Driving)***.
    - ii. Grounds
      1. Focus for the team has been completing the fertilizing of all school sites large field areas.

2. Safety Training Topics covered with staff included ***Guidelines to address water intrusion problems.***
  - iii. Custodial
    1. The Department will schedule a final training for the year. Topics will include safety training on discharge in sanitary sewer and storm drains.
  - iv. Transportation
    1. No School Bus Accidents during March. Safety Training for team during March included introduction and training to Child Check Alert System.
  - v. Vandalism District Wide
    1. No recent events.
- e. Site Liaisons- Gin Pender, Gokcen Ceran, Anthony Alberts, Maria Smith
  - i. Feedback or concerns from Elementary or Middle School Sites. *No concerns; advise if any follow-up.*
2. BUSD Emergency Drill Summary
  - a. Review of handout that includes school site monthly drills completed during the 2018-2019 school year. A summary of completed drill will be emailed to all site secretaries.
3. Emergency Preparedness Training and Drills
  - a. Committee reviewed handout that included all drills completed during the 2018-2019 school year.
  - b. Committee debriefed on drill during recent school year and suggestions for drills next school year.
4. BUSD Safety Committee 18/19 Spring Safety Newsletter (**Action Item**) *Virginia Pender made motion to approve and motion was 2nd by Jill Tamashiro*
  - a. Newsletter includes updates of lockdown drills and recently approved plans, Spring Cleaning Safety Article, and Safety Committee approved OSHA plans
5. PCB's in Schools Plan (**Action Item**) - *Gin Pender made motion to approve and Motion was 2nd by Colleen Fanciullo*
  - a. A final draft of the PCBs in school plan was brought for approval.
6. Fire Prevention Plans (**Action Item**) *Approved by Jill, 2nd Colleen*
  - a. A final draft of the Fire Prevention Plan was brought for approval
7. Electrical Safety Programs (**Action Item**) *Approved by Virginia, 2nd Colleen*
  - a. A final draft of the Electrical Safety Program is brought to the Safety Committee for approval. This program is to ensure the safety of employees who work near electrical equipment, ensure understanding and compliance with safe electrical work practices, and comply with all current OSHA standards.
8. BUSD School Bus Driver Handbook
  - a. The draft of this plan is currently under review with HR for review of al personnel sections.
9. A motion to adjourn was made by Virginia Pender and 2<sup>nd</sup> by Colleen Fanciullo at 2:25 pm

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## Next Meeting

5/7/19 1:30 p.m. at Piedmont Middle School