



Pathway to the Future

# SAFETY COMMITTEE MINUTES

Date | time 2/5/19 1:30 P.M. | Meeting called to order by Miguel Cruz

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## In Attendance

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Gin Pender, Kris Kamandulis, Dan Norris, Gokcen Ceran, Miguel Cruz, and Tim Alvernaz

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## Approval of Minutes

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A motion to approve January 2019 meeting minutes was made by Gin Pender and 2<sup>nd</sup> by Dan Norris.

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## Goals for Safety Committee 2018-19 update

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- 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. Report out on preventable accidents (Workers Comp. Report) during January included a total of 4 injuries.
  - c. Student Incidents- Jill Tamashiro
    - i. Reports out on Student Incidents/Injuries during January included 18 student incidents.
  - d. Maintenance, Operations and Transportation- Dan Norris, Esmeralda Torres and Miguel Cruz
    - i. Maintenance
      1. Focus has been follow up on roof leaks and floods. Safety trainings included review of Haz Comm. Program, and videos on Work Place Safety and Fails.
    - ii. Grounds
      1. Focus has been aerating and fertilizing of lawns. Elementary schools were completed and middle schools are outstanding.
    - iii. Custodial
      1. Focus was on routine cleaning and will be scheduled to work Wed-Fri of break.
    - iv. Transportation

1. No School Bus Accidents during January.
2. Child Check Systems to be installed over presidents break. This will prompt review of Transportation plans, procedures, and Handbooks.
3. Safety Trainings included Emergency Bus Evacuations.
- v. Vandalism District Wide
  1. A few broken windows at various sites.
- e. Site Liaisons- Gin Pender, Gokcen Ceran, Anthony Alberts, Maria Smith
  - i. Feed back or concerns from Elementary or Middle School Sites
- f. Strategic Planning or 5 Year Plan Review- Jill Tamashiro, Miguel Cruz
  - i. Strategic Planning Committee Objective & Three-Year Goal: Enhance our safe learning environment
    1. Item 1 by January 1, 2019 Director of MOT, Principals, and Director of Modernization will ensure necessary Maintenance access gates are in place at all school properties. **(In Progress)**
    2. Item 2 by March 1, 2019 Director of MOT, Assistant Superintendent of HR and District Safety Committee will provide emergency preparedness training dates for classified staff unable to attend the site training dates. **(In Progress)**
    3. Item 4 by March 1, 2018 Director of MOT will place fences and fire safety approved gates around at least three additional schools identified as having perimeter weaknesses. **(In Progress)**
2. BUSD Emergency Drill Summary
  - a. A review of all emergency drills completed during January was completed. Additional outreach would be completed to sites needed.
3. Emergency Preparedness Training and Drills
  - a. A review of emergency preparedness presentation and drill schedule was completed.
4. Machine and Machine Guard Plan **(Action Item)**
  - a. A motion to approve the BUSD Machine and Machine Guard plan was made by Dan Norris and 2<sup>nd</sup> by Gin Pender.
5. Respiratory Protection Program **(Action Item)**
  - a. A motion to approve the BUSD Respiratory Protection Program was made by Dan Norris and 2<sup>nd</sup> by Gocken Ceran.
6. BUSD Safety Committee 18/19 Winter Newsletter **(Action Item)**
  - a. A motion to approve the 18/19 Winter Safety Newsletter was made by Dan Norris and 2<sup>nd</sup> by Gocken Ceran.
7. BUSD Safety Committee 18/19 Winter Safety Newsletter
  - a. A Final Draft of the Winter 18/19 Safety Newsletter will be brought for approval at the February Safety Meeting.
8. Next Safety meeting: February 5, 2019 1:30 p.m. at Morrill Middle School
9. Motion to adjourn **(Action Item)**

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## Next Meeting

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3/5/19 1:30 p.m. at BUSD Corp. Yard

A motion to adjourn the meeting at 2:30PM was made by Gin Pender, 2<sup>nd</sup> by Dan Norris