

# COAST UNIFIED SCHOOL DISTRICT SAFETY COMMITTEE

MARCH 18, 2016

The meeting was called to order by Lee Wight, Safety Coordinator.

## Present

Sarah Joller  
Lee Wight  
Annie Lachance  
Carrol Adams

## Absent

Mary Stenbeck  
Grant Phillips  
Carrie Brown  
Mike Lant  
Garth Maijala  
Sally Thompson

The Minutes from the February 16th, 2016, meeting were approved. A motion was made by Annie Lachance to approve the minutes and seconded by Lee Wight. The minutes were approved by member vote.

| <u>Budget Report</u> | BEGINNING BALANCE | EXPENSE           | BALANCE         |
|----------------------|-------------------|-------------------|-----------------|
| Credit Funds         | \$1,394.00        | \$000.00          | \$1,394.00      |
| Discretionary Funds  | \$2,576.73        | \$893.89          | \$1,682.84      |
| Premium Rebate       | \$6,218.00        | \$921.56          | \$5,296.44      |
| Grant Fund           | \$4,799.05        | \$4,799.05        | \$000.00        |
| District Match       | <u>\$5,165.24</u> | <u>\$4,988.56</u> | <u>\$176.68</u> |
| Balances             | \$20,153.02       | \$11,603.06       | \$8,549.96      |

## Budget Expenditures

|                       |             |
|-----------------------|-------------|
| Current Expenses      | \$7,611.98  |
| Previous Expenses     | \$3,991.08  |
| <hr/>                 |             |
| Year to Date Expenses | \$11,603.06 |

## Changes to Budget

District Match \$53.53 – Backpacks and Safety Vests for CGS and SLMS from Safety Max  
\$233.42 – Megaphones for CGS/LHS/CUHS from McMaster-Carr  
\$2,508.78 – Emergency Nursing Supplies for all Sites from School Nurse Supply  
\$17.20 – Additional Backpack for CGS from Safety Max  
Grant Fund \$4,799.05 - See Previous Minutes for Breakdown of Purchases

## Old Business

- a. Quotes Approved by Committee
  - i. School Nurse Supply, Inc. - CPR Resuscitator Masks and Nursing Supplies, for all sites, Price-\$2,508.89 –**Missing items were delivered to CGS**
- b. Quotes Requested for Office Chairs & Keyboard Trays
  - i. Tri County Office Furniture – **Received Quote**
  - ii. EC West – **Received Quote**
  - iii. Russco – **Will not be using this vendor/Manufacturer (Humanscale) did not recommend**

- iv. Sierra School Equipment Company – **Will not be using this vendor/Does not carry Humanscale products**
- c. Request for Funding from CUHS for Handcart for Office, Price - \$390.13 – **Ordered - Handcart - On Back-order**
- d. SIPE Safety Grant:
  - i. Electric Backstop Winch, SLMS - **Delivered to Site to be Installed over Summer**

### New Business

- a. Committee Vote to Choose Vendor for Chairs/Keyboard Trays

The members reviewed the quotes provided by EC West and Tri County Office Furniture. The prices quoted were identical. Both vendors are located in San Luis Obispo. Sarah Joller shared her experience with both vendors. Annie Lachance made a motion to select Tri County Office Furniture as our vendor for ergonomic products, Sarah seconded, and it was approved by member vote.

- b. Committee Vote for Chair/Keyboard Tray at LHS for Sarah Joller based on SIPE Workstation Evaluation – **Annie Lachance made a motion to approve, Lee Wight seconded, and it was approved by member vote.**
- c. Committee Vote for Mats for CUHS Gym - Thom Holt

Committee members discussed Thom’s request and decided that more information was necessary to approve the request, specifically, where the mats will be located inside the Gym.

### Safety Incentive Program

Emailed Safety Incentive Programs Flyer to all Staff  
 Emailed Monthly Safety Topic w/SIPE Quiz – **Winner: Kathy Barnes**  
 Emailed Winter Safety Newsletter

### Drawing Winners

Clean Work Space – Sarah Joller nominated by Carrol Adams  
 Caught in the Act – Danny Rivera nominated by Carrol Adams  
 Online Training – Carrol Adams – Violence in the Workplace  
 On the Safe Side Trivia Questions (3 Winners) - Vicky Mobley, Patti Stroh, and Carolyn Meadows

### Accidents or Near Hit Misses

- Students – 2 Injuries - CUHS/LHS
  - Student running through CUHS Quad, not looking where he was going, ran into a rock and injured his chin (**Correction – Shin**)
  - Student playing volleyball at LHS rolled ankle, student went to doctor, sprained ankle
- Staff – Employee pulled muscle while working on the lights at the DO

### Drills, Emergency Preparedness, Programs and Written Procedures

- a. CPR Recertification Scheduled for April 28th at 3:30 pm at the CUHS Library - Training to be provided by Mike Bruffey with SIPE
- b. District Wide Emergency Preparedness Drill -Date TBD

**Hazardous Condition Report**

- a. Uneven blacktop in the maintenance shop area and potholes at the DO will be repaired using SISC funds
- b. Installing speed bump at CUHS to reduce driving speed on campus – **According to Lee, the speed bump will be installed next Wednesday, March 23<sup>rd</sup>, 2016.**

**Next Meeting:** April 19th, 2016 – Support Services – Maintenance & Operations Bldg.

**Adjournment:** - 12:29 PM – Annie motioned, Carrol seconded, and it was adjourned by member vote.