

# COAST UNIFIED SCHOOL DISTRICT SAFETY COMMITTEE

APRIL 19, 2016

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

## Present

Sarah Appel  
Lee Wight  
Annie Lachance  
Mary Stenbeck  
Grant Phillips  
Carrol Adams

## Absent

Carrie Brown  
Mike Lant  
Garth Maijala  
Sally Thompson

The Minutes from the March 18th, 2016, meeting were approved. A motion was made by Annie Lachance to approve the minutes and seconded by Carrol Adams. The minutes were approved by member vote.

## Budget Report

	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	\$0.00
Previous Expenses	\$11,603.06
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Year to Date Expenses	\$11,603.06

## Changes to Budget

No Changes this period. Annie mentioned that we received reimbursement from SIPE for the Grant Fund purchases.

## Old Business

- a. Request for Funding from CUHS for Handcart for Office, Price - \$390.13 – **Delivered to Site**

Lee labeled the cart CUHS Office. Carrol has not used the cart yet because the paper has been moved closer, but she will.

- b. Committee Vote to Choose Vendor for Chairs/Keyboard Trays - **Committee Selected Tri County Office Furniture**
- c. Committee Vote for Chair/Keyboard Tray at LHS for Sarah Appel based on SIPE Workstation Evaluation - **Approved and Ordered by the District Office – Arrived at CUHS 4/19/15 and will be installed.**

- d. Committee Vote for Mats for CUHS Gym - Thom Holt - **Request to be Revisited - Committee Wants More Information Regarding Location of Mats at CUHS Gym**

### **New Business**

- a. Humanscale, Ergonomic Products Manufacturer, Delivered 2 Chairs and 2 Keyboard Trays for M&O to have Onsite for Staff to Choose from (**for Free!**)
- b. Committee Vote for 2 Chairs (Liberty Chair \$508.73 x 2 = **\$1,017.46**)/2 Keyboard Trays (Big Platform \$160.31 x 2 = **\$320.62**) at SLMS/CUHS for **Lisette Mendoza** based on SIPE Workstation Evaluation – Mary motioned, Annie seconded, committee vote yes.
- c. Committee Vote for Chair (Freedom Task Chair **\$501.50**)/Keyboard Tray (Standard w/Mouse Platform **\$162.00**)/Sit to Stand Desk (Quickstand Light **\$424.50**) at CGS for **Lisa Stevens** based on SIPE Workstation Evaluation and Note from Doctor

A motion was made by Mary Stenbeck to approve the purchases and seconded by Annie Lachance. The purchases were approved by member vote.

- d. Committee Vote - Mats for CUHS Gym (\$120 x 4 = **\$480**) - **Thom Holt**

Annie asked if there would be additional wear and tear on the hardwood floor by using the mats. Lee stated that they could work around the mats with the floor treatment. There was a discussion regarding placement, which was still a bit vague. Lee asked if it was outside of the locker room. Lee stated that we should just go for it. Carrol agreed and stated that if they are not used at the gym, they can be used somewhere else.

A motion was made by Mary Stenbeck to approve the purchase and seconded by Sarah Appel. The purchase was approved by member vote.

- e. Committee Vote - Post Agenda/Meeting Minutes on Website **OR** More Elaborate Safety Page - Templeton Unified School District
- Who will see it? Employees only?
  - Where do we want it posted? Under Human Resources? -post minutes and agenda

The committee discussed who would be in charge of creating the Safety Page, and it would be Sarah Appel and Patti Stroh. Carrol stated that she didn't think that employees would use the website for safety related topics, and it would be a waste of time. The committee discussed it further and decided to post the agenda and minutes on the website for employee access but not to create a page devoted to safety.

- f. Thank You Card from Patti Stroh – Sarah read the card to the present committee members.

### **Safety Incentive Program**

Emailed Safety Incentive Programs Flyer to all Staff

Emailed Monthly Safety Topic w/SIPE Quiz – **Winner: Lisette Mendoza**

Emailed Spring Safety Newsletter

### **Drawing Winners**

Clean Work Space – Cheryl Seay nominated by Carrol Adams

Caught in the Act – Kim Gray nominated by Jan Boughter

Online Training – Carrol Adams – HAZCOM GHS

On the Safe Side Trivia Questions (5 Winners) – Mary Stenbeck, Patti Stroh, Larry Frost, Julie Castle, and Linda Melendy

### **Accidents or Near Hit Misses**

Students – 3 Injuries - CUHS

- Student attempted to jump over a 3 ft. concrete wall and landed on soft grass with his left leg landing heel first. His body went forward and his leg backwards.
- Student playing tennis took a quick step which triggered pain to shoot up from his left hip and then throughout his lower back. Since the incident he can't sit down for long.
- Student was swinging a tennis racquet erratically and hit himself in the face

Staff – 2 Injuries – CUHS/CGS

- Food Service Worker tripped over milk crate at CGS
- Food Service Worker bent down in the garden and felt pain in their back

### **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 – Sarah will send out reminder email 4/20/16
- b. District Wide Emergency Preparedness Drill -Date TBD –**Lee is waiting to hear back from Bob Watt and Jonathan Sison for a good date and time.**
- c. Fire Drill at LHS, April 20th at 10:00 am – Lee stated that the grammar school and high school need to do another fire drill this month.

### **Hazardous Condition Report**

- a. M & O collected and turned in all of the district's paint to be recycled. They have been cleaning and recycling old batteries. Lee pointed out the log that holds the records.

**Next Meeting (Final Meeting for 2015-16 School Year):** May 17th, 2016 – Support Services – Maintenance & Operations Bldg.

**Adjournment** – 4:00 pm – Lee motioned, Grant seconded, and it was adjourned by member vote.