

COAST UNIFIED SCHOOL DISTRICT SAFETY COMMITTEE

AGENDA MAY 17, 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
Sally Thompson

Absent

Carrie Brown
Mike Lant
Garth Maijala

The Minutes from the April 19th, 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.

<u>Budget Report</u>	BEGINNING BALANCE	EXPENSE	BALANCE
Credit Funds	\$1,394.00	\$000.00	\$1,394.00
Discretionary Funds	\$2,576.73	\$1,204.72	\$1,372.01
Premium Rebate	\$6,218.00	\$1,642.59	\$4,575.41
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	\$12,634.92	\$7,518.10

Budget Expenditures

Current Expenses	\$1,031.86
Previous Expenses	<u>\$11,603.06</u>
Year to Date Expenses	\$12,634.92

Changes to Budget

Discretionary Funds – Hand Truck for Carrol Adams at CUHS, \$310.83
Premium Rebate – Chair and Keyboard Tray for Sarah Appel at LHS, \$721.03

Old Business

- Committee Vote for Chair/Keyboard Tray at LHS for Sarah Appel based on SIPE Workstation Evaluation – **Delivered and Installed at LHS**
- Humanscale, Ergonomic Products Manufacturer - **Delivered Bag and Track for Mobility of Keyboard Tray Samples**
- 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 – **DO Ordered and Looking into ETA - According to the DO, the chairs and keyboard trays will be delivered the week of 6/20/2016.**
- 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 – **DO Ordered and**

Looking into ETA - According to the DO, the chairs and keyboard trays will be delivered the week of 6/20/2016.

- e. Committee Vote - Mats for CUHS Gym (\$120 x 4 = **\$480**) - **Thom Holt – DO Ordered and Looking into ETA. According to the DO, the mats will be delivered by 5/26/2016.**
- f. Committee Vote - Post Agenda/Meeting Minutes on Website – **Working with Patti at the DO. Patti has the website set up. Sarah needs to email the pdf files to her to post for this year. Next year they will be posted on a monthly basis.**

New Business

- a. SIPE Fiscal Update – Lee stated that we are little higher this year than last year, but the numbers are not extraordinary.
- b. District Safety Incentive Gift Cards for 2016-2017 – Lee mentioned that we are currently awarding Trader Joe's and Target gift cards for our safety incentive program. He suggested that we alternate and do a hardware store like Home Depot because some people want home improvement cards. Lowes is another good hardware store. He also suggests a local business like Robin's Restaurant. Carrol stated that we should always have Trader Joe's as an option since so many of us like it. After some discussion, the committee settled on the following gift card breakdown: 12 Trader Joe's, 12 Lowes, 12 Home Depot, and 12 Robin's Restaurant.
- c. Safety-Selfie Contest? - Recommendation from SIPE for Safety Incentive Program – The committee discussed this as an option and all agreed not to add to our incentive program.
- d. Committee Vote for Keyboard Tray at DO for Mona McAvoy based on SIPE Workstation Evaluation (**Cost \$160.31 - \$162.00**) – Annie motioned, Sarah seconded, and all were in favor. **UPDATE: Mona did not need a keyboard tray. She needed a new keyboard and will purchase through the DO and not through the Safety Committee.**
- e. Committee Vote for Storage Bags to Store Emergency Medical Supplies for CGS/SLMS/CUHS/LHS (Approximate Cost **\$25.00**) – Carrol motioned, Mary seconded, and all were in favor.
- f. Carrol suggested that the Safety Committee purchase 10 emergency red bags to have on hand to replace the old bags at the sites, as necessary. – Carrol motioned, Mary seconded, and all were in favor. The funds will come out of District Match.
- g. Committee Vote for Concrete Work over summer at SLMS/CUHS to Prevent Tripping Hazards – Budget? Lee stated that there were a few issues on some of the sidewalks with the concrete cracking and chipping. He did not get a quote in time for the meeting but asked the committee for an amount that they would approve. He stated that SIPE is okay with us using funds for tripping hazards, and a realistic amount would be \$5,000. We have around \$7,500 collectively with all accounts combined. The committee agreed on the \$5,000 (Not to exceed). Committee voted all in favor.

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 – Annie Lachance nominated by Carrol Adams

Caught in the Act - Danny Rivera nominated by Carrol Adams

Online Training – Carrol Adams – Back Injury Prevention

Accidents or Near Hit Misses

Students – 2 Injuries - CUHS

- Student slid in the sand when going to third base and landed on her knee
- Student was doing warm-up exercise in the gym and turned his ankle

Staff – None to Report

Drills, Emergency Preparedness, Programs and Written Procedures

- g. District Wide Emergency Preparedness Drill - Changed to all Sites doing on their own
- h. Earthquake/Fire/Disaster Evacuation Drill was done April 11th at SLMS
- i. Lock-down Drill was done April 26th at CGS
- j. Fire Evacuation Drill was done April 26th at CUHS
- k. Fire Drill w/Alarm (Office Pull) Shelter in Place done April 29th at CGS
- l. Lock-down Drill at LHS, May 17th at 9:00 am. Lee discussed the lock-down drill. The DO did not hear Lee's call over the radio (radio at the DO was dead), and they were initially concerned that the drill was real, which caused some unnecessary panic. Lee discussed the things that LHS did well, such as; Grant did not open the door when Officer Newell was trying to trick him into opening the door.
- m. Lock-down Drill at CUHS, May 19th at 10 am

Annie wants to do the next pull wherever that may be!!!

Hazardous Condition Report

- a. None to Report – See “New Business” section regarding cracks in the sidewalk at SLMS/CUHS.

Next Meeting TBD - 2016-2017 – Support Services – Maintenance & Operations Bldg.

Adjournment 4:00 pm – The meeting was adjourned by member vote.