

EMPLOYEES' SAFETY COMMITTEE MEETING MINUTES

Thursday, January 23, 2014

10:00 A.M.

CITY HALL NORTH CONFERENCE ROOM

1. Call to Order

Meeting called to order at 10:02 a.m.

2. Attendance:

Administration/Public Information:	Marie Hovik
Central Library:	Liz Garcia
Community Services:	Eduardo Saucedo/Miguel Romero
Finance:	Linda Wright
Human Resources:	Mike Casalou
Human Resources:	Ruby Romo
Parks & Recreation:	Rachel Baltierra
Public Works & Development Services:	Martha Gomez
Transportation:	David Alaniz

3. Introduction of visitors

None present

4. Review of December 18, 2013 minutes

Linda Wright shared that she was present during the meeting of December 18, 2013 and requested if we could please make the correction on that meeting's minutes. Linda Wright moved to approve the corrected minutes and Martha Gomez seconded and motion carried.

5. Injury Review for December 2013

- Stood on top of pallet while placing food boxes on top of the table:
Preventable
- Showing kids drill during football practice: Preventable
- Jumped into lift gate, step forward and fell through: Preventable
- Squatting to screw a leg on platform during tree lighting set-up: Preventable
- Holding portable door in place, another ee was attempting to lock it with metal bar, metal bar was jammed and eventually swung around striking left wrist:
Preventable
- Tripped over cat trap on floor and fell on right side of body: Preventable

6. Unfinished Business

- City Facilities and Parks Inspection Calendar will include all training for year once it is scheduled
- New Injury Report Final Version
- Vehicle Accident Report/Proof of Liability: Send new forms to David Alaniz
- IIPP Final Version
- Update on Loss CAPP Action Plan
- IT confirmed that laptop available for check-out is properly equipped with all software and programs needed to conduct webinars from CJPIA
- Ergonomic Plan Final Version
- Hearing Conservation Plan Final Version
- Hazard Communication & Fall System web-based trainings will be scheduled for in March 2014
- Volunteers are covered under Worker's Comp. If a volunteer gets injured during his/her volunteer time, an Employee Injury Report Form would need to be completed and submitted. There isn't a separate form for volunteers
- Required Training - There are certain training offered via web that employees will need to take to satisfy Cal OSHA requirements. The goal is to show sessions in the Council Chamber throughout the day to accommodate various schedules and allow for adequate coverage. Information on this will be forthcoming.

7. Summary/New Business

8. Questions

None

9. Adjournment of meeting

The meeting adjourned at 11:00 a.m.

Reviewed & approved by:



Michael A. Casalou, Safety Committee Chairperson