

EMPLOYEES' SAFETY COMMITTEE MEETING MINUTES

Thursday, February 27, 2014

10:00 A.M.

CITY HALL NORTH CONFERENCE ROOM

1. Call to Order
Meeting called to order at 10:03 a.m.
2. Attendance:

Administration/Public Information:	Marie Hovik
Central Library:	Liz Garcia
Community Services:	Eduardo Saucedo
Finance:	Agatha Cheng
Human Resources:	Avic Nazario
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 January 23, 2014 minutes
Rachel Baltierra moved to approve the minutes and Ed Saucedo seconded; motion carried.
5. Injury Review for January 2014
 - Checking irrigation repair for leaks; slipped and fell into ditch; injured lower back and right leg: Preventable
 - Using both hands to twist pipe out of its place located in main pool; injured left hand and thumb: Non-Preventable
6. Unfinished Business
 - City Facilities and Parks Inspection Schedule Update: The goal is to keep the inspections to an hour; however, it may be difficult given that some of the locations are scattered throughout the city.
 - New Incident Report Final Review:
 - A. Take and attach photos of hazards/areas that may help augment the report.
 - B. Add Fire Dept. to the form [shorten Location box]
 - C. Upon notification of availability of the new form, get rid of outdated forms.
 - D. Add "accident" to form's heading.
 - E. Include first aid given.
 - F. If applicable, note time 911 called and time responders arrive.
 - G. Either mention or include JPIA's Vehicle Accident forms on reverse side of form.
 - H. Share the form with staff and notify HR with additional comments/suggestions.
 - I. If there are problems using the form at any time, inform HR.
 - J. Add a signature line.
 - K. Create an Outlook distribution list if the form will be emailed.
 - Vehicle Accident Report/Proof of Liability (CJPIA's form) will be placed by Transportation staff in every City vehicle

- IIPP is completed and does not require Council's approval; a Violence in the Workplace component was incorporated as per CJPIA's recommendation
- Update on Loss CAPP Action Plan- HR staff will meet to discuss the outstanding items and request the committee's assistance in completing service requests to close out outstanding items
- CJPIA Resource Center Access for Safety Committee Members - Members who do not have access, should inform Ruby
- 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- Mr. Casalou will arrange to have a company perform baseline testing for employees in certain job classifications
- Hazard Communication & Fall System web-based trainings will be scheduled in March 2014; the goal is to have all the JPIA-required training done within 30 days
- Appendix C, D, & E completed

7. Summary/New Business

- Monthly Fire Extinguisher Inspections- The depts. are responsible for inspecting fire extinguishers each month. It was mentioned that some are not located in a specific dept
- Inspections are performed to make depts. aware of safety issues; dept. heads are responsible for maintaining a safe work environment
- HR will look into adding a Safety tab on the HR web-page to make all Safety committee minutes available
- Safety Newsletter- Members should read the handouts. Perhaps we can share the info with employees via a quarterly newsletter or in the Communiqué
- HR will send out the definition of confined space
- HR is currently working on the volunteer handbook and will share the new and revised handbook as soon as it is available
- Safety Awards - This program is currently inactive
- Fed-OSHA Article on I2P2 - Please refer to the info packet distributed at the meeting
- WC Root Cause Program Update Article – Information for committee members on possible cause of industrial injuries; CJPIA will later launch a program to assist employers to control the frequency and severity of workers' compensation claims

8. Questions

None

9. Adjournment of meeting

The meeting adjourned at 11:15 a.m.

Reviewed & approved by:



Michael A. Casalou, Safety Committee Chairperson