

EMPLOYEES' SAFETY COMMITTEE MEETING MINUTES

Thursday, May 22, 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:

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| Administration/Public Information: | Marie Hovik |
| Library Services: | Liz Garcia |
| Community Services: | Eduardo Saucedo |
| Community Services: | Miguel Romero |
| Finance: | Linda Wright |
| Human Resources: | Mike Casalou |
| Human Resources: | Avic Nazario |
| Human Resources: | Ruby Romo |
| Parks & Recreation: | Rachel Baltierra |
| Public Works & Development Services: | Lisa Moran |
| Transportation: | Not present |

3. Introduction of visitors

Melaina Francis, Risk Manager- CJPIA

4. Review of April 24, 2014 minutes

Linda Wright moved to approve the minutes as corrected and Marie Hovik seconded; motion carried.

5. Injury Review for April 2014

- While conducting tree string trimming duties, employee stepped on a rock while stepping off the curb: Preventable
- While teaching swimming lessons and moving from large pool to small pool, employee stubbed second right toe: Preventable
- While walking in front of Rosewood park staff office, employee tripped and fell on uneven pavement; rolled right ankle, landed on right knee and right elbow: Preventable
- Became overwhelmed with peer issues and resulted in headache: Preventable

6. Unfinished Business

- Mr. Casalou provided update on high curb at west side of City Hall and shared that asphalt was going to be applied at a slope with a yellow cautionary stripe to alert patrons and employees of modified entrance. Modified entrance design is intended to be a temporary fix in an effort to prevent further injuries from occurring at this location.
- Melaina Francis commented that slips, trips and falls web-based training and videos are available as resources through CJPIA to assist in providing employees with knowledge in these areas.
- Miguel Romero will follow-up on fire hose determination and report his findings at our next meeting.

- HR will follow-up with Larry Garcia on the list of fire extinguishers throughout City premises.

7. Summary/New Business

- Melaina Francis advised the City can ask questions regarding convictions as part of our Volunteer Manual CJPIA
- Melaina Francis also advised that it would be best to access an accommodation every 90-days rather than limit the accommodation to a 90-day period. Additional information will follow on this topic from CJPIA.
- Mr. Casalou informed the committee that HR is trying to develop a program where we can accommodate work restrictions in an effort to ensure we get employees back to work sooner.

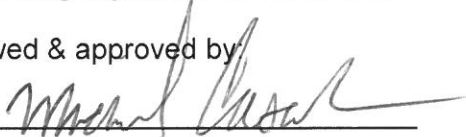
8. Questions

None

9. Adjournment of meeting

The meeting adjourned at 11:25 a.m.

Reviewed & approved by



Michael A. Casalou, Safety Committee Chairperson