

EMPLOYEES' SAFETY COMMITTEE MEETING MINUTES

Thursday, June 26, 2014

10:00 A.M.

CITY HALL NORTH CONFERENCE ROOM

1. Call to Order
Meeting called to order at 10:06 a.m.
2. Attendance:

Administration/Public Information:	Marie Hovik
Library Services:	Liz Garcia
Community Services:	Not present
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 May 22, 2014 minutes
Marie Hovik moved to approve the minutes and Linda Wright seconded; motion carried.
5. Injury Review for May 2014
 - Employee was getting on a rideable auto floor scrubber when employee bumped left knee: Preventable
 - Employee was changing a tire from a City owned SUV. Employee lifted wheel assembly onto and off of tire machine that is approximately three feet in height. Employee reported feeling a tear/pain on the left groin area as a result of this incident: Preventable
6. Unfinished Business
 - The committee was reminded that the City is now enforcing the workers' compensation policy and requested to please convey the information with their respective departments once again.
 - A Safety tab has been added to the Human Resources page. 2014 minutes and agendas have been posted to date and will be accessible to the public for viewing.
 - Mr. Casalou is still waiting for an update from Community Services on who should maintain and use the fire hoses that are present in various City facilities.
 - Mr. Casalou is pending receipt of the fire extinguisher list from Parks and Recreation.
7. Summary/New Business
 - The committee was informed of the findings that were noted during the last safety inspection that was conducted during the month of May. Personal appliances (ie: space heaters, coffee makers, small refrigerators, etc.) were visually noted to have been utilized without authorization and in addition were noted to have been maintained in an unsafe manner by those employees that possess them. Small

common electrical items such as cell phone chargers (approved by the department director) should be unplugged at all times when not in use.

- Mr. Casalou was pleased to inform the committee that the City was able to successfully remove all of the items that were listed under our LossCap item list with CJPIA with the exception of some small follow-ups that we are currently working as per the request of CJPIA.
- The committee was directed to send Human Resources a copy of the corrective actions taken on items identified during Safety inspections.
- Marie Hovik is working with Graphics to convert the Incident/Accident Report into a writable version. The revised form should be available by our next meeting.

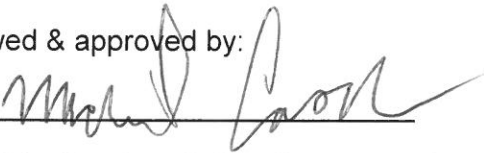
8. Questions

- The committee requested that the workers' compensation forms be saved in a numerical fashion in order to make it easier to account for all forms when retrieving them during the time of need.

9. Adjournment of meeting

The meeting adjourned at 11:02 a.m.

Reviewed & approved by:



A handwritten signature in black ink, appearing to read "Michael A. Casalou", is written over a horizontal line.

Michael A. Casalou, Safety Committee Chairperson

EMPLOYEES' SAFETY COMMITTEE MEETING AGENDA

THURSDAY, JULY 24, 2014

10:00 A.M.

CITY HALL NORTH CONFERENCE ROOM

1. Call to Order
2. Attendance
3. Introduction of visitors, if any
4. Review of June 26, 2014 minutes
5. Injury Review for June 2014
6. Unfinished Business
 - Fire Hose Update
 - Fire Extinguisher List Update
 - Incident/Accident Report Form Update: Writeable version now available
 - WC Forms Update: The workers' compensation documents were saved by a numerical sequence in an effort to assist with making the retrieval process easier as requested by the committee
 - Red Curb Update
7. New Business
 - Workers' Compensation Policy
 - Training Update
 - Ergonomics: discussion/feedback
 - Upcoming Training: Big 5
 - Wednesday, July 30, 2014
 - Confined Space
 - Thursday, August 14, 2014
 - Fall Protection
 - Thursday, November 13, 2014
8. Announcement of next meeting:
 - Date: August 28, 2014
 - Time: 10:00 a.m.
 - Place: City Hall North conference room
9. Adjournment of meeting