

EMPLOYEES' SAFETY COMMITTEE MEETING MINUTES

Thursday, July 24, 2014

10:00 A.M.

CITY HALL NORTH CONFERENCE ROOM

1. Call to Order

Meeting called to order at 10:05 a.m.

2. Attendance:

Administration/Public Information:	Marie Hovik
Library Services:	Liz Garcia
Community Services:	Miguel Romero
Finance:	Agatha Cheng
Human Resources:	Avic Nazario
Human Resources:	Mike Casalou
Human Resources:	Ruby Romo
Parks & Recreation:	Ernie Cadenas
Public Works & Development Services:	Martha Gomez
Transportation:	David Alaniz

3. Introduction of visitors

None present.

4. Review of May 22, 2014 minutes

Liz Garcia moved to approve the minutes and David Alaniz seconded; motion carried.

5. Injury Review for June 2014

- Employee was cleaning preschool room, storing items in the outside storage bin, lowered basketball and reported experiencing a sharp pain in lower right back and right front leg: Preventable
- Employee was trouble shooting a valve sprinkler problem, began to get into a golf cart and bumped right knee on corner of door frame: Preventable

6. Unfinished Business

- Committee members agreed to provide their respective departments with a mock employee injury/incident report in an effort to get departments to understand the value in providing detailed information on this report.
- AED Program: Mr. Casalou directed Miguel Romero to create a draft on the details of the AED program. In addition, Mr. Casalou asked Mr. Romero to identify what the law states in reference in terms of complying with this program. Mr. Romero will provide an update at our next meeting.
- Fire Hose: Mr. Casalou asked Mr. Romero to follow-up with Chief Duvally on who (Fire department personnel and/or City staff) would be authorized to use the fire hoses located throughout City facilities. Mr. Romero will report his findings on this item at next month's meeting.
- Fire Extinguisher List Update: Mr. Casalou asked Committee members to check with their respective departments on the location of the fire extinguishers identified as per the list that was provided by Facility Maintenance Supervisor Larry Garcia. In addition, Mr. Casalou will determine if the location of the fire extinguishers complies with the building code.

- The Committee was informed of the new writeable version of Incident/Accident form that is available via e-forms.
- The Committee was informed that the workers' compensation documents were saved by numerical sequence on e-forms in an effort to facilitate the retrieval process of the forms.
- Red Curb Update: Mr. Casalou informed the Committee that the identified high red curb located at the West wing of City Hall will be addressed appropriately (as previously discussed) together with the Library Renovation project.

7. Summary/New Business

- Workers' Compensation Update: The Committee was reminded about the existence of the Workers' Compensation policy and its current enforcement. The policy will be updated to clarify the 24-hour reporting requirement. .
- Training Update: The Committee was updated on the recent Ergonomic training that the City hosted. Mr. Casalou encouraged Committee members to attend these types of trainings and utilize the information within their respective departments to assist in setting-up employees' workstations ergonomically in an effort to reduce the occurrence of injury.
- Transportation representative David Alaniz asked if it was possible to consider hosting the same training opportunities in the Fall as those offered during the Summer so that Transportation personnel can attend. Mr. Casalou stated he would take that information into account.
- Mr. Casalou shared the October CJPIA Conference information. He encouraged Committee members to attend and mentioned the appropriate department would be charged for mileage.

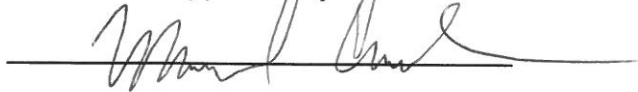
8. Questions

- None

9. Adjournment of meeting

The meeting adjourned at 11:12 a.m.

Reviewed & approved by:



Michael A. Casalou, Safety Committee Chairperson