

Orcutt Union School District

Safety Committee Meeting Minutes

June 6, 2019

Members in Attendance: Brad Gitchell-Director of MOT, Jaime Alfaro-MOT Office Manager, Bret Cupp-Custodian Lead and Michelle Romine-District Nurse.

Meeting was called to order at 9:00 AM, by Brad Gitchell

Review Our Previous Safety Committee Meeting Minutes: Brad gave the committee a moment to review the April 4, 2019 minutes. The minutes were approved by the Safety Committee.

Old Business:

- **Field Maintenance for Athletics and PE:** We have had a lot of concern with the gopher holes and maintenance of the Athletic and PE fields. *Brad said "OUSD created a new Grounds Position. This Grounds position is designed to solely care for our big playing fields and Athletics fields. The MOT is also looking into Eco-Friendly products, which will help discourage gophers and ground squirrels from developing homes in our OUSD fields".*
- **PE Equipment Repairs:** Monique asked "who maintains the PE equipment, at the school sites"? *Brad said "our maintenance workers are not certified to repair PE equipment. The site needs to maintain their own PE equipment, through the site budget".*
- **Sea Trains on Sites, as Storage Units:** Was brought up, as a concern that children are playing around the Sea Trains. It is difficult for Noon Duty staff to keep any eye on playgrounds, fields, buildings and temporary structures on site. *Brad said "we need to have the storage, the MOT and site Principals, try to place storage units in the best location possible, to avoid any safety issues".*

New Business:

- **Safety at Sites, during Summer Construction:** *Brad said, "The Superintendent is going to send out an email, explaining when and when not to be on campus during site construction".*

Industrial Incident Reports / Safety Suggestions:

- **Trip and Fall Incidents:** *We have had some issues with rising Asphalt, which has caused trip and fall incidents. The MOT is going to investigate these areas, and focus on repairing these during the summer of 2019.*

Items from the Floor:

- **Keys for Substitute Teachers:** Bret said it is a Safety Issue, if a Sub-Teacher doesn't have keys to their assigned classroom. In the event of a "lock down" the Sub-Teacher would not be able to lock down their classroom. *Brad said we are going to look into this.*
- **Un-approved products at OUSD:** Staff are bringing in cleaning products, which are not approved to be used at OUSD. Bret asked how we could get rid of these products? *Brad said we*

should send out a "Notice" to staff, informing them to remove all of their personal products. If not completed in a timely manner? By law, the MOT will be forced to remove these items.

- **Automated External Defibrillators (AED):** Michelle Romine said she had a check list of rules and regulations that need to be followed when installing the AED's. *Bret said he will take on this task and ensure that the AED rules and regulations are followed.*

Orcutt Union School District Safety Committee Meeting has been adjourned at 9:21 AM.

Submitted by: *Jaime Alfaro* - MOT Office Manager