

Orcutt Union School District

Safety Committee Meeting Minutes

October 3, 2019

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

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 June 6, 2019 minutes. The minutes were approved by the Safety Committee.

Old Business:

- **Safety at Sites, during Summer Construction:** *Thank you staff, for following instructions and keeping out of the Construction Zones. We don't feel the contractors defined Safety Areas or blocked off Construction Zones. The MOT will get involved and set up obvious barriers to make sure staff and the community are aware of Construction Zones.*
- **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. *The MOT is working on retrieving every school sites key log, to ensure that teachers and offices have the keys they need.*
- **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. *All of the AED's are installed and the Orcutt Union School District is completely in AED Compliance*
- **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 make these repairs a High Priority.*

New Business:

- **OEA Safety Concerns:** Include – dry fields and gopher holes, a broken play structure, classrooms and restrooms not getting daily service and Work Orders not getting completed in a timely manner. *Brad said "the MOT department is under staffed, due to last year's layoffs. Though, the MOT has already addressed 4 of the 6 concerns. The MOT is still working diligently to keep up with the Orcutt Union School Districts demands."*
- **Safety Procedures:** Brad said *"Bret Cupp-Custodian Lead has been assigned to "Safety Issues" in the district. Feel free to email Bret or Brad with any Safety topics. The district is looking into which required safety trainings the OUSD staff needs? Each department should be responsible for training their own staff. The MOT is starting to have their Tailgate Safety Meetings again.*

- **Future Safety Committee Meeting Dates and Times:** The Safety Committee agreed, on the following meeting dates and times for the 2019-2020 school year.
 - November 21, 2019 at 9:00am
 - February 6, 2020 at 9:00am
 - May 7, 2020 at 9:00am

Industrial Incident Reports / Safety Suggestions:

- We had one Incident Report to discuss, but there were no preventative safety measures, that would have avoided this injury.

Items from the Floor:

- None

Orcutt Union School District Safety Committee Meeting has been adjourned at 9:32 AM.

Submitted by: *Jaime Alfaro* - MOT Office Manager