

# Orcutt Union School District

## Safety Committee Meeting Minutes

November 21, 2019

**Members in Attendance:** Brad Gitchell-Director of MOT, Jaime Alfaro-MOT Office Manager, Bret Cupp-Custodian Lead, Michelle Romine-District Nurse, Ken Watson-Maintenance Lead and Monique Segura-OEA President.

**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 October 3, 2019 minutes. The minutes were approved by the Safety Committee.

### *Old Business:*

- **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. Though, we will continue to monitor the laws, and make any necessary changes.*
- **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 need? 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

### *New Business:*

- **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. Monique Segura said we should get some kind of Directive from Administration?*
- **How to Report a Safety Concern:** Staff would like to know what the process or procedure is, for reporting a "Safety Concern or Issue"? *On our OUSD Website there is a "Safety Hazard/Suggestion Form", that can be submitted to your Supervisor. There are instructions on*

*the back of that form. Staff can also contact their Office, and have them make a Work Order for their concern or issue? Below is the link to the "Safety Hazard/Suggestion Form"*

[http://www.orcuttschools.net/departments/maintenance\\_and\\_operations/documents](http://www.orcuttschools.net/departments/maintenance_and_operations/documents)

### *Industrial Incident Reports / Safety Suggestions:*

- **Trip and Fall Incidents:** *The MOT is going to inspect these areas, for any possible hazards.*

### *Items from the Floor:*

- **The Evolution of the Safety Committee:** Brad said the "Injury & Illness Prevention Program" (IIPP), which is given to us by our Insurance program, explains how the Safety Committee should operate. Brad would like to review some of the details of the "Injury & Illness Prevention Program" at our next meeting.
- **OAHS Staff's Concern with Exterior Lighting:** It is very dark at the back of the campus and the back parking-lot. Is it possible to get light out there? *Bret said he was going to look into it.*
- **Programmable Thermostats Not Working:** Some of the Thermostats aren't working? *The MOT advised them to put in a Work Order.*
- **Teachers/Staff as Cross Walkers:** Staff would like to know if "Cross Walking" is part of their job? Staff have reported that their Supervisor has them Cross Walking students and working the parking lot. Staff also claim that they do not have safety vests and must deal with aggressive parents.

Orcutt Union School District Safety Committee Meeting has been adjourned at 10:06 AM.

Submitted by: *Jaime Alfaro* - MOT Office Manager