



Health and Safety Advisory Committee

October 8, 2014

9:00am – Merlot Room

In Attendance: Gaby Baños-Galván Nancy Marquez-Suarez Dean Hurney Frank Zuno ()
Jesse Dela Cruz Dave Newman Cindy Coelho Jeff Billeci
Other: _____

1. Call to Order

2. Unfinished Business

A. Welcome

B. Update:

1. Safety/Workplace Inspections Reports

- We reviewed the inspection lists and completion dates on all projects. All remaining tasks left to be addressed have been assigned to be led by Frank, Dean or Nancy

2. Safety Award Recognitions

- We need to encourage staff to nominate so that we can vote for the next winner at our November meeting. Ideally, we want to have at least one more winner before the end of 2014. Please remind everyone to discuss with all staff!

3. New Business/Reports

A. Injury Reports –

- We had an injury occur to one of our staff members when he/she was out in the field removing signage. Upon completing the investigation report it was discovered that the underlying cause was the lack of appropriate tools to complete work tasks safely.

Committee discussed the following precautions that this department can implement to ensure staff safety:

1. Appropriate work boots and gloves
2. Appropriate tool kits to be purchased through HR and to remain in departmental vehicles for use in the field
3. Staff should be using yellow safety vests

Nancy will follow up and report back with an update at our next meeting

B. Incident Reports—

- Crockett Park bathroom sign continues to be vandalized and an

appropriate solution would be to purchase a sturdier sign that is in compliance with ADA (Dean provided Jesse with advice)

- Jeff B. mentioned that he is working on obtaining the incident reports from county for PD incidents in order to have us review them for good practice. We hope to have them available by our next meeting

C. Unsafe Conditions

4. Training

A. Trainings Completed in September

- a. Office Safety & Ergonomics (Sept. 23)

B. Upcoming Trainings

- a. Emergency Action and Fire Prevention Plan (December 1 at 3pm or 3:30pm)
 - Nancy is currently finalizing the Plan and will be sending out for review
 - We have scheduled a meeting on Monday, November 24 at 9am in order to discuss the Emergency Action and Fire Prevention Plan

C. Open Forum/Questions

- Libby had asked if it was possible to have wellness activities more often in order to encourage safety/health among staff
 1. We should have Libby present a few ideas on activities we can implement here and perhaps we can encourage staff to load the Nike+ app to use during our activities
- Park cameras have been upgraded—
 1. Now have 30 days of footage on site and can record/watch remotely
 2. Will be placing new signage
- Safety hazard—
 - Sprinklers in the civic center plaza hit the panels and ultimately the outlets located inside the poles in the parking lot. This is an issue as poles are decorative and unfortunately GFIs are not outdoor & poles need waterproof panels.
 - This issue would be costly, but must be fixed as we seek to provide more downtown events in order to prevent serious safety hazards

D. Meeting Adjourned

Next Meeting: Monday, November 24 at 9am