



Health and Safety Advisory Committee

March 11, 2015

9:00am – Zinfandel Room

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

1. Call to Order

2. Unfinished Business

A. Welcome

B. Update:

1. Safety/Workplace Inspections – Items remaining:
 - Battery backups in Recreation Office & Admin. Building
 - Lights in lobby/chambers require equipment
 - Signage- Inventory of necessary
 - Will be completed after resolving most hazardous issues
2. IIPP- Complete with Department Specific Addendums!
 - Annual Report on IIPP implementation
 - Completed – Revised version will be posted on Employee Only page
3. Police Update
 - Workplace Violence Prevention – more labor intensive than expected. Recognized at HR training that we need to conduct an inspection.
 - Ethics Training Policy– In Progress
 - Gender Policy– In Progress
 - Grievance Policy– In Progress – Draft copy of request for accommodation & Title II provided
 - ADA Self-Assessment– Dean Hurney will serve as ADA Coordinator
 - Meeting with Dept. Heads to explain everything to them.
 - Self-evaluation questionnaire will be completed by each department
 - ADA Transition Plan– will need results of “ADA self-assessments” to produce transition plan (required by law)
 - ADA/Inclusion Policy for Recreation Services– Cindy shared that the department has received requests for services for youth with special needs

3. New Business/Reports

- A. Spring/Summer Wellness Program (Libby) — in effort to promote good health among Oakley staff, Libby suggested we implement a spring/summer Wellness Program to encourage healthier practices. Ideas suggested include: scheduled walks (Creekside /Black Bear Park), exercise videos playing during lunch in Council Chambers, Pedometers provided by the MPA?, we can encourage walking/running via app and provide gift cards to healthy eating options to winners.
 - Please send app suggestions to Gaby and she will create flyer for kick off walk
- B. Injury Reports –none
- C. Incident Reports –
 - a. Vehicle collision—Mirror damage to vehicle in total cost of \$286 in repairs.
 - i. Nancy noted that we need to contact Paul or Dept. Directors to make sure that our staff are tracking these incidents via collision reports. We should report “near misses” in order to avoid collisions in the near future. Let’s promote this to staff!
 - ii. Vehicle inspection list— Let’s include a list in each vehicle and it should be completed by staff.
- D. Unsafe Conditions –
 - a. One reported. On 3/10/15 HR received a report regarding a tripping hazard due to issues with carpet. The hazard was resolved the following day by City staff.
- E. Safety Award Program
 - a. Committee voted on two nominations that were submitted and approved both. Recipients of the award are Jesse and Libby.

4. Training

- A. Emergency Evacuation Plan & Fire Prevention Plan – March 17 at 4:00pm
 - EVERYONE MUST ATTEND!
 - a. Review PPT
 - Discussed the edits for map
 - Discussed edits for the PPT
 - We should have surprise drills on an annual basis
 - i. Pre-selected exit routes?
 - ii. Surprise inspections post training?
 - iii. SOS Survival Kits
 - 1. Inventory – new items ordered & arriving
 - 2. Where to store (TBD)
- B. Illegal Harassment Training
- C. Workplace Violence Prevention –Only City-wide remaining training per IIPP
- D. Employee Assistance Program

5. Open Forum/Questions (Safety and health concerns or recommendations/suggestions on any work procedures, policies, training, communication, new work procedures, etc.)
 - a. Building announced they ordered respirators to assist staff if needed during inspections
6. Next Meeting
7. Adjourn