



Health and Safety Advisory Committee

March 30, 2017

9:00a.m. – Merlot

In Attendance:

Gaby Baños-Galván

Francisca Rojas

Steve Perata

Nancy Marquez-Suarez

Jesse Dela Cruz

Cindy Coelho

Dean Hurney

Dave Newman

Other: _____

1. Call to Order

2. Unfinished Business

A. Welcome & Introductions

Welcomed Admin Sgt. Steve Perata. P.D's new rep to the Safety Cmte.

B. Update:

1. Facility Inspection Corrections- 2 items remain

- Planning cabinets have been relocated (need to be anchored, as well as Christine's cabinets)

2. ADA Transition Plan Update

Two proposals sought. Decided for Sally Swanson Architects Inc. The Plan will be phased. First phase includes:

- Self- Eval, Facilities- Senior center, Civic center, Cmnty parks & Crockett Park & Nunn Wilson parks, PROW's- areas adjacent to schools.
- Committee suggested to include Civic Center park & asked if the City owned buildings being leased have to be included (restaurants, pompeii bldg.) & if the plan would help determine legal obligation to have trained staff to deal with disabled children, such as kiddos with Autism. These questions have been passed on to consultant.

3. Violence Prevention Inspection

- Reviewed the inspection results conducted by Chief Thorsen
 - Identified the need to issue id badges to building staff
- To make a personnel manual addition clarifying under which circumstances employees can refuse service if a hazardous situation exists
- Evaluating Francisca's schedule/proactive measures to keep her safe
- Training on this topic would be helpful, but does not take precedence over SDS/Global Harmonizing for which we will be due on 4/10/17

3. New Business/Reports

A. Safety Award Recognitions—

- a. Selected two employees who will be recognized soon!
- B. Walk n' Lunch/Walk to Work (4/3)
- C. Injury Reports –
 - Reviewed three injuries. 2 of 3 could have been prevented. Corrective actions have been taken including training & having a park gate fixed, as well as communicating that the gate could be locked in open position when misaligned to prevent injury until repair is completed.
 - Discussion regarding the gate continued. Police isn't always able to open. This would become a greater problem, as tournament season approaches. Subjects are now parking in the neighborhoods & walking to parks. Before it was easier to identify folks in the parking lot & Police would make contact & ask them to disperse. We will explore if signage can be installed that would allow for gates to stay open, but we would cite those there after hours & potentially tow. – C.C. agreed to ask Bill how to do this. NM will discuss with Councilmember & City Manager.
- D. Incident Reports–
- E. Unsafe Conditions–

4. Training

- A. Upcoming Trainings
 - 1. Police completed BBP training (TargetSolutions) & EAP & Illegal Harrassment
 - 2. Schedule rest of staff BBP through TargetSolutions
(last conducted: 4/10/2014)
 - 3. GHS training would be next training up
 - Committee prefers we proceed with an online module
 - TargetSolutions has an option & Bickmore Risk Control will also be checked.
- B. Open Forum/Questions
 - 1. Visitors sign in
 - An employee mentioned that for safety reasons we should ask all family members to sign it at the admin area front desk. This will be explored & communicated to the whole team.
 - Contractor's traffic control isn't as well done. JD will explore some remedies to help them do a better job.
 - Vehicle Maintenance needs- Question was posed as to what the process of fleet management entails & how it's being tracked. Currently, Sue Longo manages & is doing a superb job. Maintenance services are provided by A&M. The question was posed if the need warrants an in house staff member.
- C. Meeting Adjourned

Next Meeting: July 18, 2017