



Health and Safety Advisory Committee

March 5, 2014

10:00 am – Merlot Room

In Attendance: Gaby Banos-Galvan (X) Nancy Marquez-Suarez (X) Dean Hurney (X) Frank Zuno (X)
Jesse Dela Cruz () Dave Newman (X) Cindy Coelho () Jeff Billeci (X)
Other: Len Morrow (X)

1. Call to Order

2. Unfinished Business

A. Welcome

1. Remarks from Bryan Montgomery (Nancy)
2. Risk Management & Safety Strategic Plan (Gaby-in handouts)

Goals:

- 1: Committee will be asked to review Risk Management Policy once CM & Paul complete task
- 2: Len will complete Injury & illness prevention plan after CM approval for Committee input
- 3: Dean Hurney will lead ADA Assessment tasks
 - Dean shared he has already assessed City Rec. building and is familiar with ADA Compliance
- 4: Lindsey Bruno has helped set up intranet on existing website where we will make information/forms readily available for all staff

B. Overview of Health and Safety Advisory Committee (Len-in handouts)

1. Reviewed the main responsibilities of the Committee
 - a. Dave shared the need for structuring curriculum for tailgate trainings
 - b. Dave shared the importance of having this Committee and gave examples of his work experiences & how policies could come from meeting discussions

C. Budget

1. At this point we have a very limited budget, however, we will be requesting \$10,000 & CM asked us to itemize funds requested

3. New Business/Reports

A. Hazard Communication (MSD sheets)

1. All members of the committee were asked to go through their department's inventory, produce a list of hazardous substances and obtain MSD sheets for all items (can be found online, from vendor)
2. Members are to bring lists and MSD sheets to Gaby as soon as possible (at the latest by April 2-next meeting)

B. Safety/Workplace Inspections (Discuss results/findings of recent Safety inspections)

1. Tabled until our next meeting- please bring ideas as to how we will proceed with inspections.

C. Injury Reports (Brief summary -no names)

1. We have none at this point but note we will always review all cases that come to our Committee and discuss/analyze how we can improve work conditions

D. Incident Reports (Discuss incidents and actions taken)

1. We have none at this point but make note but we will also review these cases and make changes where appropriate

E. Unsafe Condition

1. Jeff B. mentioned the need for dollies in PD to carry heavy materials
2. Urgent cases of unsafe conditions in the community must be reported to Dave Newman for quick resolution but these should also be included in our agenda for our review (ex: traffic sign that is covered or tree branch in the middle of the road)

F. Safety Award/Recognition Program

1. Please come back to our next meeting with ideas as to what incentives we can provide to encourage/promote a safe environment
What are other cities doing?

4. Training (Upcoming scheduled training)

1. WOSH Specialist Training (Gaby & Nancy)
2. "Safe facilities, Safe Staff" Seminar (Cindy)
3. Please come back to our next meeting with a list of planned trainings or completed trainings that you or members of your dept. completed (as it relates to Safety)

5. **Open Forum/Questions** (Safety and health concerns or recommendations/suggestions on any work procedures, Policies, Training, Communication, new work procedures, etc.)
6. **Meeting Adjourned**

Tasks to Complete:

- ✿✿ **Hazardous materials inventory & MSD sheets for your department**
- ✿✿ **Prepare to discuss workplace inspections & Recognition program**
- ✿✿ **Risk Management & Safety Strategic Plan responsibilities**

Next Meeting: April 2, 2014, 10:00 am – Merlot Room