



## Health and Safety Advisory Committee

April 2, 2014

10:00 am – Merlot Room

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

### 1. Call to Order

### 2. Unfinished Business

#### A. Welcome

#### B. Update on Progress & Budget (Nancy)

- We currently requested a budget of \$10,000 for H&S Committee expenses which includes trainings, food/beverages provided for H&S trainings and any Safety Award Program Expenses

#### C. Hazardous Chemicals Inventory lists (MSD sheets)

- Everyone submitted MSDS or SDS along with inventory list
  - Gaby will work on consolidating master list & get help from Theo on:
    - Create master binder
    - Create departmental binders (TBD)
- We could look into an annual MSDS Database

#### D. Safety Award/ Recognition Program suggestions

- Discussed details of what the program would entail
  - Quarterly basis
  - \$25 gift card for employee
  - Committee needs to promote and emulate criteria & application (Gaby)

#### E. Safety/Workplace Inspections (Committee Inspections vs Departmental Inspections)

- Subcommittee includes Cindy, Nancy, Dean and Jesse

- Subcommittee assigned with deciding what will be included in inspections list which will be provided to Gaby
- Volunteers from H&S will conduct annual inspections based on list created
  - ORB, City Hall & White House
  - Need to ask Risk Manager if we need to examine other City properties such as former fire station (Nancy)

### 3. New Business/Reports

#### A. Injury Reports

NONE

#### B. Incident Reports

NONE

#### C. Unsafe Conditions

NONE discussed

### 4. Training

- We should provide Emergency Action Plan training to all staff
  - Evacuation site, emergency action, fire prevention
  - Our EAP should include information on silent alarm (Nancy will include)
- We will be having bloodborne pathogens and GHS training on April 10<sup>th</sup>
- May's focus will be Sexual Harassment training & supervisors will be asked to attend live training or complete online
  - Identified that PD Sergeants need to attend AB1825 Compliant training because they supervise City Staff (Jeff & Nancy will lead)
  - Need to find out if volunteer supervisors need to take training (Gaby)
- Cindy mentioned Healthy Parks, Safety People event to encourage healthy lifestyle

### 5. Open Forum/Questions

- Committee would like to see all AED lists/maps along with trained Personnel names that are trained on their use (Gaby creating maps & list)
- We need to set up a system where we can test silent alarm on a scheduled basis (Jeff B. and Cindy will take lead)
- We should consider setting another alarm by Kristine Martin (Cindy will follow up)  
Should set a system where each quarter we focus on a specific area of Safety (quarterly basis)
  - Not just provide reading material
  - Maybe we can create a communication subcommittee

- Provide communication materials (poster, etc) for staff and rotate them based on quarter's theme

## **6. Meeting Adjourned**

**Next Meeting: May 7, 2014, 10:00 am – Merlot Room**