



Health and Safety Advisory Committee

August 27, 2014

10:00am – 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 10:05 am

2. Unfinished Business

A. Welcome

B. Update:

1. Safety/Workplace Inspections Reports – Committee decided to table this until the end of the meeting
2. Intranet—Intranet has been completed with Lindsey’s help and all changes/suggestions have been implemented. It is ready to introduce to the broader group

3. New Business/Reports

A. Injury Reports – **2 reports**—Committee discussed two separate injuries and possible underlying causes of the accidents once accident reports were reviewed.

1. **Finger/Hand injury** – gloves utilized have been upgraded in order to avoid injuries & staff have been reminded of Personal Protective Equipment (PPE) use. Employee was sent to occupational center and has resumed work as usual.
2. **Foot injury**—employee accidentally stepped on a board and a nail on board went through work boot. Employee was sent to occupational center, had injury examined and is back to work.

B. Incident Reports – (8/12/14) City of Oakley employee was in a car accident and Committee discussed how certain steps could have been taken to prevent further damage from the accident. It was recognized that further damage could have been prevented had proper measures been taken care of in regards to the generator. 1) generator was not stripped down correctly to prevent movement, 2) wrong strap was utilized to secure generator in location, 3)strap used was frayed and worn and should have been replaced long ago, 4) handles of the generator should have been placed down in order to prevent the breaking of the back window

C. Unsafe Conditions – **2 conditions were discussed**

1. **Playground at Cypress Grove**—thousands of yellow jackets have been identified to be

- nesting and park had to be closed down to address issue. Employees using safety precautions to rid the park of nest and mentioned they would consider calling service if the task becomes severe.
2. **Shady Oak/Nunn Wilson** – squirrels have been causing holes throughout field and have caused injury to child playing on the field (injured ankle). Committee discussed notifying the league s of the condition and Nancy will check in with Bill to see what City can do in the meantime to address liability. Trapper will be contacted to catch squirrels but the empty lot nearby supplies an endless supply of squirrels.
 3. Jeff Billeci will begin tracking OPD (County) injuries and incidents in order to discuss those at our meetings as well. Our Safety Officer, Nancy, agreed as it will serve as good practice for to begin discussing police injury/incident reports.

4. Training

A. Trainings Completed in June/July

- a. Mandated Reporter Training (June 3)
- b. First Aid, AED & CPR training (July)
- c. Defensive Driving (July 2)

B. Upcoming Trainings

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

This could serve as an opportunity to introduce the intranet site to our staff

- b. Emergency Evacuation (Oct.)

Jeff asked if he could be informed when his dept. staff are not registered for training so that he could make sure everyone is participating in required training.

C. Open Forum/Questions – **None**

Committee discussed the results of the inspections and went through each of the findings in addition to the solutions that have been or will be implemented. Please refer to the inspection lists provided in the email as attachments.

D. Meeting Adjourned 11:43am

Next Meeting: **TBD**