



Health and Safety Advisory Committee

December 17, 2019

10:30a.m. – Merlot

In Attendance:

Gaby Baños

Francisca Rojas

Paul Beard

Nancy Marquez-Suarez

Jesse Dela Cruz

Cindy Coelho

Dean Hurney

Dave Newman

Other: Bryan

1. Call to Order

City Manager, Bryan Montgomery, came to personally thank the Health & Safety Committee for their work behind the scenes.

2. Unfinished Business

A. Welcome

B. Unfinished Business:

1. Workplace Inspections Review

- City Hall & Corp Yard—8/16
- Recreation Center—9/17
- White House—9/17

Cmte recognized the need to complete the workplace inspection for the Public Works Operations Building (PWOB). We will schedule that inspection for some time in Jan. 2020.

2. Ideas for 2020 Monthly Wellness Events

Wellness ideas suggested:

- Healthy eating cooking demo
- Softball game

Cmte will forward suggestions our way for consideration in 2020.

3. New Business/Reports

A. Injury Reports—3

- a. 2- Soreness to neck & back due to a traffic accident where the city vehicle in which two employees was traveling, was rear ended. No corrective or follow up action identified.
- b. 1- Employee fell during a wellness event. While her footwear wasn't the problem, the Committee advised we be sure to notice and ask employees not to participate if they aren't dressed appropriately.

B. Incident Reports—0

C. Unsafe Conditions—0

- a. Police renovations caused some trenching related to plumbing work. Plywood has been placed over, but it is deficient. Nancy will follow up with PW Director & Contractor.

4. Training

A. Recent Trainings

1. Respiratory Protection – 10/31/2019
2. Heat Illness – 6/10—9/20

3. Outdoor Plants, Animals, and Insects — 6/10—9/20

Timeframes for Heat Illness and Outdoor Plants/Animals/Insects trainings cover trainings provided for several departments throughout the year.

B. Upcoming trainings

See Training Summary below. The training due dates in red are the trainings we will be providing in 2020. None have been scheduled yet, but we have our first due date in 06/2020.

(Annual)	Heat Illness—6/10/19; 4/24/19; 7/2019; 9/2019 (Due 06.2020)
(Refresher 2-3 yrs)	IIPP-6/26/2017 (Due 6.26.20)
(Refresher 2-3 yrs)	Ergonomics- 7/25/17 (Due 7.25.20)
(Refresher 2-3 yrs)	Global Harmonizing/Hazard Communication- 8/16/17 (Due 8.16.20)
(Refresher 2-3 yrs)	Defensive Driving- 7/30/18 (Due 7.30.21)
(Refresher 2-3 yrs)	Ladder Safety- 7/30/18 (Due 7.30.21)
(Refresher 2-3 yrs)	IIPP- Summer 2018 (Summer 2021)
(Annual)	Respirator-10/31/19 (Due 10.31.20)
(Refresher 2-3 yrs)	Emergency Action/Fire Prevention-1/23/19 (Due 1.23.22)
(Refresher 2-3 yrs)	Violence Prevention & Active Shooter- 4/23/19 (Due 4.23.22)
(Annual)	Bloodborne Pathogen- 6/5/19 (Due 6.5.20)
Every 2 yrs	Ethics-8/15/19 (Due 8.15.21)
Every 2 yrs	Preventing Workplace Harassment, Discrimination – SB 1343—9/10/19 (Due 9.10.21)
(Annual)	Outdoor Plants, Animals, Insects—6/10/19; 4/24/19; 7/2019; 9/2019 (Due 06.2020)

5. Other Activity-

A. 2019 MPA Risk Assessment – 2/14/2020

Committee briefly reviewed the categories/Programs that will be reviewed in the upcoming Risk Assessment (February 13 2020).

B. Ergonomic Evaluation Day – 1/28/20 & 1/29/20

Committee was notified of the planned Ergo days stemming from renovations and new work spaces

6. Safety Award- Select Recipient

Cmte voted to award Anthony Davis from Oakley Police Department for his efforts in maintaining Team safety during construction. Davis used his contractor knowledge and skills to provide suggestions of preventing injuries to employees.

Cmte decided that second nomination was general and we would not approve at this time, but still wanted to notify employee that his safety efforts are noticed by others.

7. Open Forum/Questions

8. Meeting Adjourned

Next Meeting: Jan.—March of 2020