



Health and Safety Advisory Committee

July 18, 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. Updates:

1. Facility Inspections-

- All corrections have been completed!!
- Gaby will follow up to schedule 2017 inspections

2. ADA Transition Plan –

- City Council approved agreement on June 13th. Kick off meeting soon!

3. Violence Prevention Plan-

- Changing id badge vendors to issue to inspection staff (saw two examples)
- Francisca's security-
 - P.D. is okay with her parking in front of P.D. & entering through P.D. doors, however it sets off the alarm, may need a new keypad.
 - Sergeant Perata said, it works. He will teach Francisca.
 - She also notifies Gaby or Nancy when she visits non city hall facilities for us to be aware that she is off site & to double check she returns

4. Park Gates-

- Decided to continue with PSA closing the gates at night and Officers opening in the morning
- The gate at Summer Lake Park, should be kept open until it's fixed. Sgt. Perata will relay the message to the P.D. team.

3. New Business/Reports

A. Safety Award Nominations –

- No new nominations received
- Have yet to recognize the last recipients

B. Facility Inspection 2017 – schedule dates and form groups

- Gaby will follow up to schedule 2017 inspections

- Need to add the newly acquired ACE building, now operating as evidence storage area for large items
- Some concern over hanging wires.
- Sgt Perata will call Dillon electric to come out and see, at that point the committee will conduct inspection. Dean, HR & P.W. should also be a part of it.
- Francisca will help with the City Hall inspection, Cindy with those of the ORB & White House. HR will participate in all inspections, either Nancy or Gaby depending on when scheduled. Dave & Jesse will help with the inspection of the corp yard.

C. Injury Reports –

- Employee cut hand picking up sheared glass of street light that fell over. Corrective action was to provide leather gloves to officers.
- Employee tripped on lifted carpet. Corrective action was having the carpet fixed.
- Employee was hit in the back of the head at a city event. No corrective action taken. Discussion continued to brainstorm ways to have greater control over the large crowds this event draws, as this will help keep staff and attendees safe. Ideas discussed were:
 - Discontinuing firework show & adding a daytime event from noon to 4pm
 - Increasing staff/P.D.
 - Augmenting P.D. presence with private security that can be tasked with traffic control
 - Changing the date of the event to coincide with nearby cities' events

D. Incident Reports–

- None

E. Unsafe Conditions–

- Carpet lifting at the west entry to P.D.
- Bubbles at an employees cubicle and sergeants office

F. MPA Assessment- August 28th

4. Training

A. Ergonomics

- New Chairs! (see examples)
- Discussed Bickmore conducting an orientation on chair fitting/workstation adjustments

B. Upcoming Trainings

- BBP Training for non-sworn staff (completed 05/2017)

C. Globally Harmonized System for Hazard Communication- training update in August

- Willis Pooling, Sr. Risk Control Consultant will conduct once he has a greater workload

5. Open Forum/Questions

6. Meeting Adjourned **Next Meeting: September _____, 2017**