



Health and Safety Advisory Committee

November 24, 2014

9:00am – 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

2. Unfinished Business

A. Welcome

B. Update:

1. Safety/Workplace Inspections Reports (to be emailed by Nancy)
2. Safety Award Recognitions –Committee reviewed nominations and elected to approve one and had questions for the other. Volunteer Meghan (Project Search) was recognized for her safe use of office equipment For the nomination that was not approved, Committee wanted to ask the following questions:
 - How does the nominee bring awareness to other staff?
 - How does nominee eliminate risks?
 - More detailed information is necessary to determine recognition, ask for resubmission of nomination with specific details

3. New Business/Reports

A. Injury Reports

- a. Chemical burn—Staff member suffered a chemical burn due to the use of a paint solvent. After reviewing the Accident Investigation Report, the Committee discussed the importance of ensuring proper PPE for all staff since one of the underlying issues of this accident was the use of incorrect gloves for the job. New gloves have been purchased for members of the department.

B. Incident Reports – Billeci shared some examples of incident reports in the police department. He will be sure to bring detailed information regarding these reports so we can practice in case of the City bringing Police in-house

C. Unsafe Conditions -- None to report.

4. Training

A. Upcoming Trainings

- a. Emergency Action and Fire Prevention Plan (TBD) – Jeff will be contacting Bay Alarm to “turn off” alarm in order to proceed with EAP & FPP training
- b. Let’s be sure to announce the Emergency Survival SOS kits
- c. It would be a good idea to review the details of the map with the Team and to practice use of fire extinguishers.

B. Open Forum/Questions

C. Meeting Adjourned

Next Meeting: **TBD**