



Health and Safety Advisory Committee

May 7, 2014

3:00 pm – Merlot Room

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

1. Call to Order

2. Unfinished Business

A. Welcome

B. Update:

1. Policies – Nancy provided a handout listing policies that have been completed and ones that are pending (please see attached)
2. Intranet Review – to be launched on May 21 after IIPP training
 - Gaby will get everything to Lindsey ASAP & once up, we will ask H&S Committee for feedback before May 21st launch
3. MSD sheets – Theo is helping & layout of the structure was explained to Committee (Main Binder will be organized by department)

C. Review Safety Award Program – **Draft Provided during meeting**

1. How will we communicate this? – we can announce it at the May 21 meeting after IIPP and Intranet Review (Jesse will be introducing it – anyone want to join him?)
 - We should also bring the Program to the Dept. Directors' meeting and have them encourage their depts. to participate (Program is all inclusive participation!)
 - Jeff will explore the costs of getting a plaque and having name plates engraved to recognize quarterly winners
 - If anyone thinks of any other creative ways to recognize staff aside from the gift card, please bring those ideas to the next meeting

D. Update on Safety/Workplace Inspections Checklist – Gaby will currently working on this and will have the completed list to everyone for further feedback soon

- Need to inspect 5 City facilities and inspections will take place July 14 & 15 (Jesse will confirm with Dean to make sure the dates work for him)
- Who will be responsible to enforce the changes take place? (Committee decided that a copy of the report with safety violations will be provided to Dept. Directors to follow through on changes and inform Committee of

changes made to address the violation)

- E. Silent Alarm Update (Cindy and Jeff)—the alarm sets off lights that are not seen unless someone is standing in the hallway
- The alarm also triggers an alarm with Bay Area Alarm system and they contact County Dispatch (30sec. – 1min. delay)
 - Chief Dan is exploring possibility of installing speakers to go along with lights on the PD side
 - Committee recognized that there are some situations that could benefit of having staff physically call PD to calm irritated constituents
 - Silent Alarm is still needed on Kristine M's and Keith's side in case an emergency does not allow them to call PD (Cindy will research the cost)

3. New Business/Reports

A. Injury Reports – none

B. Incident Reports – none

C. Unsafe Conditions—Nancy will provide the ERMA # for anonymous reporting

- Len mentioned we should create a comfortable environment in which staff can report to us

4. Training (Nancy provided the list of the Tentative Training Schedule for Committee)

A. Evaluation

a. GHS & BBP training on April 10th; May 6th AB 1825 Sexual Harassment Training (GHS & BBP)—group testing works well for all staff

- Training was fun and exciting (he kept us engaged)
- Staff were pleased to receive info and feel equipped

(AB1825)—Trainer/facilitator was engaging and funny

b. MPA's Workers' Comp. 101 & Accident Investigation for Supervisors

- Gaby mentioned the MPA accident investigation form that would serve as a great tool for the Committee should we ever need it (injury in the workplace—WC case)

c. Recreation First Aid, AED & CPR Training (open to all)

- Please let Lindsey know

B. Upcoming Trainings

a. May 21st IIPP Training at 1:30 pm

- Provide IIPP copies for all staff and have them all sign Acknowledgment form
- Training will be led by Carol (MPA) and followed by Intranet introduction (Gaby) & Safety Recognition Award Program (Jesse)

5. **Open Forum/Questions** (Safety and health concerns or recommendations/suggestions on any work procedures, Policies, Training, Communication, new work procedures, etc.)
- Safety kits
 1. Need one in each City vehicle (Police, PWE, Recreation)
 2. Kits cannot have aspirin, alcohol wipes, smelling salts (employers should not be providing any medication and we will remove them if they are included)
 3. Make sure kits contain Band-Aids, gloves, & masks
 4. Please provide Gaby with a total of vehicles in your department so she can purchase safety kits

6. **Meeting Adjourned**

Next Meeting: June 4, 2014, 10:00 am – Merlot Room