



Health and Safety Advisory Committee

September 7, 2016

9:00a.m. – Merlot

In Attendance: Gaby Baños-Galván (X) Nancy Marquez-Suarez (X) Dean Hurney (X)
Francisca Rojas (X) Jesse Dela Cruz (X) Dave Newman (X) Cindy Coelho (X) Jeff Billeci (X)
Other: _____

1. Call to Order

2. Unfinished Business

A. Welcome

B. Update:

1. Facility Inspection Corrections Update

- Committee reviewed updated forms to ensure all corrections have been accounted for

2. Vehicle Inspection Checklist

- Reminder to all Committee members to please work with respective department/division heads to complete this task, if they haven't already
- Please submit your checklist and frequency of its use to Nancy via email

3. Safety Award Recognitions

- Nomination was received and Committee was unanimously in favor of Lindsey Bruno, Recreation Manager

3. New Business/Reports

A. Injury Reports –

Camp Incidents

- A Gust of wind blew up and broke an EZ up tent which hit one of the camp children, staff had staked the tent into the ground. Staff decided to reconfigure the camp set up to use natural shade and use EZ up tents sparingly.
- During camp one child ran into another playing blob tag.

B. Incident Reports–

Staff member was backed up into a fire hydrant. Committee recognized that the hydrant is oddly placed, but staff should be reminded to be aware of their surroundings and be more cautious.

- C. Unsafe Conditions—
None reported

4. Training

A. Upcoming Trainings

- a. Employee Assistance Program (Police only) – August
HR working with Police Department to make sure they catch up and complete IIPP required trainings. They will be using a combination of ERMA, Target Solutions, and other resources to meet compliance. Team was showed a demo of a training on Target Solutions and HR staff answered questions.

- b. Illegal Harassment Training—Thursday, September 29 8:15am—10:15am
Everyone should attend this training, including seasonal and limited term staff; supervisors should not miss this training as it is required for anyone with supervisory responsibilities per AB1825. Anyone who will be missing the training must notify Nancy via email prior to the training date.

5. Policies

- a. ADA Transition Discussion—
Dean provided explanation for delay with the ADA transition plan; building is swamped with inspections and it was suggested that we should borrow another City's plan to serve as a foundation for ours. The City of Clayton was the suggested City we should follow as it is simple and the City is relatively the same size as Oakley. A follow up meeting/discussion with Bryan will take place soon to reassign this.

- b. Violence Prevention Training—
Training has taken place. PD will conduct the assessment of front counters in lobbies.

6. Open Forum/Questions

MPA Vehicle Accident Kits were distributed for placement in all cars. Billeci offered to help recruit P.D. staff to consolidate/create a more concise packet.

7. Meeting Adjourned

**Next Meeting: November 16, 2016
9:00 a.m. in Merlot Conference Room**