**Health and Safety Committee 3.7.24**

**Attendees:**

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| La Sandra Sipp | Gary Alsobrook |
| Robert Roberts | Linda Gonzalez |
| Jesse Dela Cruz | Francisco Gutierrez |
| Jessica Hicks | Cynthia Dominguez |
| Kristine Martin |  |
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**Welcome:** Ice Breaker – formed teams to create a checklist of general safety hazards. Reviewed list with each team. Decide on top 10.

**Elections:** Elections were selected by choice of members:

* **President**: Francisco Gutierrez
* **Secretary**: Cynthia Dominguez
* **Communications, marketing Officer**: Linda Gonzalez
* **Health and Safety Officers**: Jesse Dela Cruz, Jessica Hicks
* **Committee Members**: La Sandra Sipp, Robert Roberts, Kristine Martin, Gary Alsobrook

**2023 Review:** Discussed and review past meeting notes (3.29.23):

* **Workplace Injuries/Illness reports**: Discussed some of the recent injuries. Reviewed Cal/OSHA Form 300A for each department. Overview of guidelines to follow (when appropriate to call nurse line). Encouraged to speak up and report any incident (to keep record). Per IIPP, reporting procedure follows**:**
	+ When an employee is injured on the job, or when they first notice an illness that is a result of or occurred in the course of their job duties, they shall report such instances to their supervisor on the day of occurrence or notice, no later than the end of their shift.
	+ Following the report to their supervisor, the employee will contact Company Nurse at the RN First Call Service toll free number (1‐877‐854‐6877) to report the injury/illness, receive advice and, if necessary, referral for medical treatment.
	+ Should the injury/illness require medical treatment beyond first aid, a Division of Workers’ Compensation DWC Form  1 ‐ Employee’s  Claim  for  Workers’  Compensation  Benefits  shall  be  provided.  Medical treatment  means  the  management  and  care of  a  patient to  combat  disease or disorder. Employee’s who do not report an injury promptly may have their workers’ compensation benefits delayed or denied. The accident will be investigated by the supervisor or his/her designee, if supervisor is unavailable within 72 hours.
* **Workplace inspections:** Usually occur once a year. Inspections consist of checking working areas (desks, offices, etc.) electrical cords, testing emergency buttons. Facilities that are owned by Oakley (City Hall/PD, Recreation, PWOB, Senior Center, Entrepreneur). Dean used to stay up to date with all building codes. Aside from workplace inspections, also **Vehicle Inspections** need to be part of ongoing assessments. PD notified that Jim (Fleet department) inspects all vehicles. Vehicle inspection report should be filled out. Contact Logan or Jim for any vehicle related request (inspections, sensor lights, tires, etc.). Contact Jesse for any workplace request, which he will fill out work order for Francisco to complete. Also discussed **Security Inspections** (trespassing signage, confidential staff only areas, braille on certain signs).
* **Award nominations:** reviewed what was being done in the past. We cannot grant someone award for doing their job. We agreed that nominations would be done annually. Suggested: idea box, to award employees for great ideas.
* **Trainings:** Directors will get emails with trainings list for each department. Will be able to add on suggested training courses they feel is needed for their department. Target Solutions courses will be assigned by each department need. Some in-person trainings suggested: Emergency evacuation, fire drills, de-escalation, fire extinguishers use, active shooter preparedness. Recreation location should have Panic button installed. Adding training to the following: Mandated reporter for Parks crew. Tourniquet should be in all vehicles, and should be accessible for Rec, Parks, Inspectors and Code Enforcement Officers. Around this time (Spring) start training for Heat Illness Prevention.