

**SIERRA PLUMAS USD/COUNTY OFFICE OF EDUCATION  
HEALTH & SAFETY COMMITTEE**

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**To:** District Health and Safety Committee  
**Chairperson:** Laraine Sei  
**Subject:** Safety Committee Meeting Agenda  
**Date/Time:** February 5, 2020 / 1:00pm

**I. ROLL CALL**

**II. ACCEPTANCE OF MINUTES FROM NOVEMBER 21, 2019 HEALTH & SAFETY COMMITTEE MEETING**

**III. ADDITIONS/CHANGES TO THE AGENDA**

**IV. APPROVAL OF AGENDA**

**V. NEW BUSINESS:**

- Appoint Chairperson, Co-Chairperson, and Secretary (Minutes and other related documents)
- Develop and Approve Health and Safety Committee Mission Statement
  - i. Make changes where needed
- Review and approve Health Safety Committee Activities List and Goals and Objectives
  - i. Make changes where needed
- Review the recently updated Injury and Illness Prevention Plan (IIPP)
  - i. Discussions
  - ii. Adoption

**VI. OCCUPATIONAL INJURY & ILLNESS INCIDENT REPORTS:**

- Review Work Comp Claims Frequency & Severity by Occupation and Cause for FY2015-2020
  - Determine District Injury Trends
    - Target solutions to reduce occurrences

**VII. STUDENT INJURY & ILLNESS INCIDENT REPORTS:**

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**VIII. ALLEGED HAZARDS REPORTED TO MEMBERS:**

- Develop a procedure for employees to anonymously report Safety Hazards – IIPP
- New Hazards Reported

**IX. INSPECTION REPORTS:**

- Review Site Specific Safety Hazard Inspection Reports
- Missing Monthly Inspection Reports

**X. RECOMMENDATION FOR HAZARD CONTROL:**

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**XI. SAFETY COMMUNICATION (notices, procedures, in-service training, etc.):**

- Review District Specific Safety Communication Initiatives
  - i. Examples: Posters, Bulletins, Keenan Safety Shorts, Tailgate Safety Trainings
- Ideas to improve Safety Communications (what's working, what needs improvement)

**XII. NEXT SAFETY COMMITTEE MEETING DATE:**

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**XIII. ADJOURNED**

- **Date and Time**