

# 9/28/2022 Safety Committee Meeting

## Items for Discussion:

- Introductions of members and guests. New Security Manager, Dennis Letter, joined us for his initial committee meeting and introduced himself. Thanks to Barbara Beasley for letting us use her site for our meeting.
- Assign committee member to take/post meeting minutes (Galen)
- **Update & Discussion on workers' compensation injuries** (Jeff and Brandon Bredy): Four new incidents: 1-strain/sprain (knee discomfort), 1-minor electric shock (procedural) and 2- cuts (paper cutter and sharp edge on cart). No incidents required professional medical attention.
- **New Work Comp Claim/Investigation Form:** New proposed forms were reviewed; better detailed with extra space to be more descriptive of incidents. Look to review at BI coinciding with most recent claim filed. Consider adding the option of calling Nurse Triage which is free to the system through Compsource. Can help determine if medical treatment is necessary
- **Review and Discuss Quarterly Safety Checklists:** No issues
- **New safety checklist forms-** Copies of the updated forms reviewed. Extensive, but made manageable by making Checklist location specific, eliminate unnecessary topics, separate by location, and separate maintenance and branch usage. Look to roll out for 4<sup>th</sup> quarter this year.
- **Review Incidents/Accidents** (No new ones to report)
- **Issues with handling sharps.** Budget to implement project has been approved. Will need to coordinate with the vendor to get this set up soon and how to distribute to branches/departments. Most likely will have to have some training on this prior to implementation.
- **Discuss Safety Manual status.**
  - Manuals arrived in late August. Special thanks to Erin for delivering them out to all locations/branches.
  - We had enough printed for the branches, just not enough for all departments (Maintenance/Outreach/ CSD). Human Resources are

putting together these manuals, once new manuals are assembled, they will be distributed to the departments.

- Safety consultant spoke to Library Managers on 9/8 and discussed new manuals and what changes were made to it.
- SDS's were not put in the HazCom manuals. Each location/department will need to print out their SDS's from the Internet and file the sheets in their manuals. Use chemical inventory lists to find which items will need an SDS.

- **Fire Drills/Evacuation Plans**—Jeff will be working with Erin and CompSource on this. We will be involving new Security Manager Dennis in this process too. Goal will be to have drills more consistently in the future. Stephen stated Kristin had the ability to have branch alarms put on test mode remotely.
- **Audits/walk-through:** Conducting walk-through at Edmond Library after the meeting. CompSource lead group through this exercise. Crowded storage in front of electrical in Children's programming and flammable stain not stored properly in back room. Audits will continue at Belle Isle at next meeting and in the future at other locations.
- **Next Safety Committee Mtg.** Will be conducted at Belle Isle on Wed. 11/30/2022 @ 2:00pm. Future meetings will be conducted the last Wednesday of the month--every other month.
- **Closing Comments or Questions:** None
-