

Safety Committee Minutes

July 12, 2005

Present: Kay Bauman, Lloyd Lovely, Richard Rea.

Absent: Todd Olberding, Patrick Williams.

Discussion items:

1. The committee discussed the establishment of action items and the priorities of same. The action items identified are as follows (in no particular order).
 - a. MSDS books maintained at all locations.
 - b. Periodic safety inspections at all locations.
 - c. Accident investigations (both employee and customer).
 - d. Lock out/tag out procedures.
 - e. Disaster codes.
 - f. Workers compensation claims analyses.
 - g. Scheduled fire drills (evacuation drills).
 - h. Tornado/take cover drills.
 - i. First aid/first aid kits and supplies availability.
 - j. Help manual review.
 - k. Customers conduct manual review.
 - l. General review of Policy and Procedures manual.
2. First aid/first aid kits and supplies were chosen as the number one priority for the safety committee at this time.
3. Several of the action items are related and may be combined in the future.
4. Committee members will review their individual files to identify additional action items to add at future meetings.
5. Kay will review accident reports for possible commonalities to discuss at the next meeting.
6. Ric will review workers comp accident reports for possible commonalities to discuss at the next meeting.
7. Ric will work on a schedule and form for location managers to complete and return to the safety committee on a yearly or semi-yearly basis. The form will require a review of first aid materials and training at each location.
8. Lloyd will ask Frank for an update of what is currently being kept on MSDS sheets, and where these are located.
9. Ric noted that it is again time for the yearly rotation of the chair position of the committee, and that the next meeting should include the election of a new chair.