

**Safety Committee Minutes
February 22, 2007**

Attending: Ric Rea, Patrick Williams, Janet Brooks, Candace McDaniel

Absent: Kay Bauman, Fariba Williams

Agenda:

- Review of last meeting minutes
- MSDS Procedures
- PEOSH Inspection at Ralph Ellison

Discussion:

1. Patrick presented a new procedure for maintaining Material Safety Data Sheets on all chemicals used system-wide to include:
 - Inventory of all chemicals at every location
 - Develop a master list of allowed chemicals with the proper material safety data sheets. Master lists will be maintained in purchasing, maintenance and each library location.
 - Binders at each location will be kept updated as new chemicals are added
 - Approval for the purchase of all chemicals will be made by the Safety Committee
 - Mandatory training of all staff members annually
 - Develop a written Hazard Communication Program (policy).

It was suggested that we purchase a training video addressing proper MSDS procedures to help with staff training. Ric will investigate availability.

2. The committee reviewed the report from the Department of Labor concerning the recent PEOSH inspection at Ralph Ellison. There are ten violations identified in the report that must be corrected by March 26, 2007. The major violations reference the absence of written policies and procedures regarding the possible occupational exposure to potentially infectious materials, the lack of documentation to verify the required personal protective equipment and any possible hazards identified in the workplace; and the absence of procedures and training for lock-out/tag-out of equipment during repair. Although, many of these practices are in place, written policies are currently not available. The other violations indicated in the report were minor mechanical repairs that have been completed or are in progress.

It has been suggested that MLS enlist the help of an outside consultant to develop safety policies and training for staff members. Ric has been in contact with MetroTech about the services they offer in this area. For a fee, they will provide a consultant to meet with us and help develop policies and procedures and then will provide (free of charge) training for all library staff. The committee will recommend to the Executive Director that we begin working with MetroTech on the policies to comply with the inspection violations first, then examine all safety policies for the system.

Meeting adjourned at 12:00PM.

Next meeting – March 13, 2007 at 10:00AM