

**Safety Committee Minutes  
March 13, 2007**

**Attending:** Ric Rea; Janet Brooks, Candace McDaniel

**Absent:** Kay Bauman, Fariba Williams, Patrick Williams

**Agenda:**

- Review last meeting minutes
- Update Ralph Ellison PEOSH Inspection
- Safety Slides
- Benefits Fair
- Vacant committee position

**Discussion:**

1. Review of meeting with Ryan Parkhurst with MetroTech to begin the process of developing procedures and documentation covering MSDS, Exposure Control Plans; PPE and Lockout/Tagout. These are the areas addressed in the recent PEOSH inspection of Ralph Ellison.

In order to complete the written procedures, we must gather and organize all Material Safety Data Sheets for all locations. The first step in this process will be performing an inventory of all chemical used and stored at each library location. Once the inventories have been done, we can assemble the necessary MSDS.

We have also asked the Library Managers to complete an PPE Hazard Assessment outlining any potential hazards in the workplace in order to identify proper personal protective equipment. A copy of this assessment will become a part of the written procedures and must be kept at each location. The Hazard Assessment will also need to be completed by each department in the downtown building. Requests will be emailed to department heads by Wednesday.

Written instructions for the proper lockout/tagout of equipment must be developed in order to complete the procedures for Lockout/Tagout. Patrick will need to provide the data for this project.

Once the procedures have been developed, MetroTech will offer training to all staff members at no charge.

2. The committee was updated on the progress of the Safety Slides now showing on the intranet. A new slide is being developed for each week along with a powerpoint presentation of the topic.
3. The Safety Committee will participate in the MLS Benefits Fair to be held April 5, 2007. The theme for the booth will be Severe Weather Preparedness. We discussed possible hand-outs and giveaways. Ric will research available funds for purchasing the giveaways.

4. Denise Courts has indicated an interest in joining the Safety Committee. It was agreed that she will make a good addition to the team and the committee will recommend her appointment to the Executive Director.
5. Ric reported that our latest Workers Comp experience modification factor has been adjusted to 1.20 from 1.36. This indicates that our accident experience has been lower than projected at the annual renewal in October, 2006. This adjustment will result in a lower insurance rate for MLS.

We discussed the most common causes of workers comp claims system-wide. Ric will research and report at the next meeting.

Meeting adjourned at 11:00AM

Next meeting - April 10, 2007 at 10:00AM