

**Safety Committee Minutes
May 8, 2007**

Attending: Kay Bauman, Janet Brooks, Denise Courts, Candace McDaniel, Ric Rea, Fariba Williams

Absent: Patrick Williams

Agenda:

Review last meeting's minutes
Update – Step Ladder Purchase
Update PEOSH Inspection
Around the Table

Discussion:

1. Denise presented the suggested step ladder to be purchased for the downtown staff lounge. The ladder meets OSHA's highest rating and can be folded flat for storage. Everyone agreed on the purchase. Denise will submit the RFP to Frank Ray.
2. Reviewed progress with the PEOSH inspection. We now have chemical inventories from all MLS locations. Binders have been ordered to assemble MSDS for every department/library. Three master binders will be assembled for Purchasing, Maintenance and Safety Committee.

PPE Hazard Assessments still need to be reviewed and PPE identified. The assessments will be included in the safety manual.

During the review of the Bloodborne Pathogens program, it was mentioned that we might want to consider providing sharps containers at every library location. We are unsure of the exposure to our employees at this time. Janet suggested that we conduct a survey to find out what is currently being done about the safe disposal of sharps. Janet will compile the results of the survey and report at our next meeting.

The MetroTech consultant is working on the safety programs and should have a draft to review by the end of next week. We will need to have the PPE assessments and the lockout/tagout instructions ready to complete the safety programs.

3. We discussed the quarterly safety inspections currently being done by the libraries. We believe a copy of the inspections is being sent to Maintenance and the libraries and sending a copy of Denyveta. In the future, the Safety Committee will review the inspections quarterly. We will also review the inspection form at the next meeting for possible revisions and updates.
4. Denise is updating the Safety Training Quarterly Report to include space to report six safety slides as part the employee training requirement. The new form will be a table format and easier to read.
5. The 300 log of work-related injuries will be reviewed by the Safety Committee at the end of each calendar quarter. Denise will provide the information.

Meeting adjourned: 10:45AM

Next Meeting: June 12, 2007 - 10:00AM