

**Safety Committee
Minutes
6/12/2007**

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

Guest: Frank Ray

Absent: Kay Bauman, Fariba Williams

Agenda

- Review of last meeting minutes**
- Survey Results**
- Worker's Comp Injury Report**
- Update PEOSH Inspection**
- MSDS Procedures**
- Personal Protective Equipment for all locations**

Discussion:

- 1. Review of last meeting minutes. We have not received the step ladder for the staff lounge yet. Frank will follow up on the order and report to the committee.**
- 2. Janet reported results of the survey sent to library and department managers concerning the disposal of sharps. 29 responses were received. 18 responses indicated that they dispose of sharps infrequently and when there is a need, they ensure they sharps are wrapped securely before disposing in the trash.**

It was suggested that the library not purchase sharps containers at this time. There is a need to promote awareness about sharps safety. A safety training slide will be added to the intranet in the near future.

- 3. Denise shared the Worker's Comp Injury Report for the first half of the year. To date, there have been four accidents that resulted in a Worker's Comp claim. None of the injuries resulted in lost time by the employee. All of the accidents have been addressed with additional employee training.**
- 4. The report for the Department of Labor (PEOSH) has been completed. There is still some work to be done to deliver and train the staff with MSDS manuals and the new Safety Manual. These documents will be delivered to the Library Managers at the June meeting. The individual departments will receive their materials next week as well. Training will be done by Metro Tech. Scheduling of the training will be coordinated with each library/department location.**
- 5. A sample of the new Safety Manual was reviewed by the group. The contents will include a copy of the Safety Policy, Emergency Operation Plan, Safety Programs for Bloodborne Pathogens, Hazard Communication, Energy**

Control and Personal Protective Equipment. The manuals will be delivered to the Library Managers at the June meeting.

6. A list of disapproved chemicals was reviewed. It was agreed that the managers/department heads will be instructed to collect all products on the disapproved list, label the box "disapproved chemicals". Maintenance will pick up all disapproved chemicals by June 30, 2007 and properly dispose of the products.
7. It was agreed that master copies of the MSDS manual will be kept in Purchasing and in Maintenance. It will be the responsibility of the Purchasing Agent to maintain current MSDS on all chemical products used at all locations. Library Managers will be responsible for ensuring all chemicals present in the facility have current MSDS properly filed and available to all employees.

Each time chemicals are purchased, the MSDS manual must be reviewed for current sheets. The purchase of any chemicals not on the current inventory must be approved by the Safety Committee prior to purchase or reimbursement.

The Purchasing Agent and Maintenance will receive supply orders and ensure only approved chemicals are provided. Substitutions must be approved by the Safety Committee prior to purchase and delivery to ordering agency.

The Maintenance Supplies Catalog currently on the intranet will be revised to include specific products/brands available. Each product will have a unique reference number to be used when requesting supplies from maintenance. This will help ensure only approved products are being used. Maintenance no longer offers bulk chemicals to refill bottles.

A copy of the written procedures for managing MSDS and ordering supplies will be added to the Safety Manual.

8. Personal Protective Equipment has been determined for all identified hazards within each library/department. A survey will be sent to all managers to determine the need for the purchase of additional equipment. Once the equipment and quantities have been established, a bulk order will be placed by Purchasing and the supplies will be distributed to the individual locations.

Meeting adjourned: 11:30AM

Next Meeting: 7/10/07 10:00AM