

**Safety Committee
Meeting Minutes**

7/10/07

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

Absent: Denise Courts, Fariba Williams

Agenda:

- I. Review last meeting minutes**
- II. PPE Inventory and equipment purchase**
- III. Safety training schedule**
- IV. Influenza Pandemic Plan**
- V. Around the table**

Discussion:

- 1. The safety ladder has been received for the Downtown Staff Lounge. Denise sent out a memo to all staff members announcing the arrival and encouraged everyone to use the ladder instead of climbing on chairs etc. to each high shelves in the lounge.**
- 2. The MSDS and Safety Manuals are being delivered to all agencies by Maintenance. Also, all agencies are assembling their disapproved chemicals for pick up and disposal by Maintenance.**
- 3. A revised Maintenance Supply Catalog has been added to the intranet with current products available for order.**
- 4. The majority of surveys have been received regarding PPE available at all locations. Almost all locations have requested a supply of nitrile gloves, safety glasses and face shields. There only a few locations that do not have back braces or belts available. We discussed the possibility of purchasing supplies and assembling PPE kits for all locations to ensure everyone is in compliance. The committee agreed to this approach. Funds have already been added to the budget for each agency to cover the cost.**
- 5. A proposal has been sent to Metro Tech with possible locations for safety training. Ryan Parkhurst will work with their trainers to produce a calendar. Once that has been established, a communication will be sent to all MLS staff with dates and times of training. Our goal is to have all staff trained by the end of September.**
- 6. We discussed the need to add money to the budget to cover the series of Hepatitis B shots that the library must make available to all employees upon request. Ric will research the percentage of employees who had a flu shot to try and determine the number of employees likely to request the Hepatitis B shot. Ric will also research the cost of providing the shots.**

7. Ric presented a workplace guide for preparing for a possibly Influenza Pandemic. OSHA has published a handbook for employees and suggests that we develop a plan of operation in case of such an emergency. At this time, OSHA does not have a mandatory standard or regulation, however, the General Duty clause requires employers to provide their employees with a workplace free from recognized hazards.

A contingency plan addressing daily operations of the library system should be added to the Safety Manual. The Safety Committee will review the OSHA guidelines and begin working on a proposed plan to be presented to the Ad Team.

8. It was suggested that the designated assembly location following building evacuation be changed to the area on the East side of the building across Harvey Avenue. This would be in close proximity of the parking garage if there was a need to seek shelter following evacuation. This location has less traffic and should be safer to cross the street. A memo will be sent to all Downtown staff members announcing the change. Once this communication has been distributed, a fire drill will be scheduled for the building.
9. Now that we have completed the work on the PEOSH compliance. It was suggested that the Safety Committee meet once every other month. It was agreed to keep the meeting on the second Tuesday at 10:00AM every other month.

Meeting adjourned: 11:30AM

Next meeting scheduled: September 11, 2007 – 10:00AM