

**Safety Committee  
Meeting Minutes**

**9/11/2007**

**Attending:** Kay Bauman, Janet Brooks, Denise Courts, Patrick Williams, Candace McDaniel

**Absent:** Ric Rea, Fariba Williams

**Agenda:**

- I. Review past meeting minutes
- II. Update Safety Training
- III. Booth at FOCUS
- IV. Around the Table

**Discussion:**

1. Money was added to the budget to cover Hepatitis B shots for all employees who elect to receive the series. The OSHA standard states employers must offer Hepatitis B vaccinations to all employees upon hire. If the employee opts not to receive the shots, a waiver must be signed and kept on file.

Human Resources would like to see an indication on the Unusual Incident Report if an employee was exposed to a potentially infectious material and if they elect at that time to receive the Hepatitis B vaccination.

2. At our last meeting, Ric presented a workplace guide for preparing for a possible Influenza Pandemic. After reviewing the document, it was decided that MLS already has some procedures in place for dealing with such emergencies and we will make adjustments to the plan as the need arises.
3. It was decided that the designated assembly location following (the Downtown) building evacuation will be changed to the area on the East side of the building across Harvey Avenue. Patrick agreed to help organize a fire drill for the Downtown staff within the next 30 days.
4. Update on Safety Training: To date, we have trained 250+ MLS staff members on Bloodborne Pathogens. Live training classes are scheduled through the end of September. A powerpoint presentation will be developed and added to the intranet as the Safety Slide to provide training for any employees who could not attend one of the live sessions.

5. The committee agreed to have a booth at FOCUS highlighting Emergency Preparedness and Fire Safety. Human Resources has some give-aways we can offer at the booth along with Quarterly Training Reports with the titles of the safety classes offered at FOCUS. The booth will be self-service and committee members will keep the booth refreshed during break times.

We will offer a Safety Slogan contest at the booth. Entries may be turned in at the booth or e-mailed to a Safety Committee member during the week following FOCUS. We ask IPGI to donate a MLS shirt as the incentive prize.

6. Denise reported that we have had no work related injuries during this quarter. We currently have a worker's comp experience rating of "1" which is down significantly from last year.

Meeting adjourned: 11:15AM

Next meeting: November 13, 2007 – 10:00AM