

Safety Committee Meeting Minutes

1/8/2008

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

Absent: Fariba Williams, Denise Courts

Agenda:

- I. Review of past meeting minutes**
- II. Quarterly Safety Checklist**
- III. OSHA Inspection Target List**
- IV. Committee Membership**

Discussion:

- 1. The committee reviewed a draft of the revised quarterly checklist. It was decided to utilize this checklist for a full facility inspection rather than safety related only. Managers will be responsible for submitting separate maintenance requests for any actionable items found during their inspection. The report will be copied to the Supervisor, Director of Library Operations and the Safety Committee for regular review. Once the committee has approved a final draft, communication will be sent to all managers and supervisors with instructions to complete their inspections.**
- 2. Reviewed actions to be taken to prepare for a possible PEOSH inspection at targeted locations. The committee reviewed information available on the PEOSH website giving details of what to expect during an inspection along with commonly found problems.**

Ric noted that the system has experienced (8) reportable accidents in 2007. The most recent incidents have occurred at Edmond. Due to the number of reports, this location could be included on the target list and we should be prepared for a possible inspection there.

We discussed the need to injury specific training to be presented on the weekly safety slide. Some of the past information regarding ergonomics and repetitive motion injury will be included in the January slides.

Patrick will meet with Phil Tolbert at Capitol Hill for a detailed inspection of the facility and review need areas for employee training and awareness (i.e.: MLS Safety Manual and written safety programs and MSDS manual).

Janet will do the same inspection and review with the Jones library.

E-mail communication about the PEOSH target list and preparation needs will be sent to Denyveta with regards to Ralph Ellison and to LaVetta Dent regarding The Village.

- 3. The current committee members have now been in place for a full year. It was agreed that the current regular members (Deputy Executive Director of Library Operations, Human Resources Director, Director of Facilities Maintenance, Benefits Specialist and Headquarters Manger) should continue. The volunteer positions have the option to continuing for another year. Janet Brooks agreed to continue service. Fariba Williams was absent and will be contacted about rotating that position to another library representative.**

Meeting adjourned: 11:30AM Next Meeting: March 11, 2008 - 10:00AM