

**Safety Committee
Minutes**

9/9/2008

Attending: Kay Bauman, Ann Aliotta, Denise Courts, Patrick Williams, Candace McDaniel

Absent: Ric Rea, Janet Brooks

Agenda:

- I. Review past meeting minutes
- II. Exposure Control Program
- III. Update Bloodborne Pathogens Training
- IV. Quarterly Facility Checklist

Discussion:

The Webmaster is currently working on the New Hire Training link for the intranet. The link will include all of the safety powerpoint presentations required for all new hires as well as a copy of the Exposure Control Program which is required reading for the Bloodborne Pathogens training.

We discussed the current training materials for Bloodborne Pathogens. Some employees have expressed that they would like to see some variety for this particular topic since it is mandatory training annually.

The written material in the Exposure Control Program found in the Safety Manual is something that is required by OSHA and we cannot change the content. We can look into some different audio visual materials to offer as an option for annual training. The reading assignment of the Exposure Control Program would still be a part of the training. Candace will search for some qualified materials to offer and will report to the committee.

The annual training for Bloodborne Pathogens is going well. Denise reported that the majority of our staff has completed the training. We hope to have 100% participation by the end of the 3rd quarter.

The committee reviewed the last quarter Facility Checklists. Patrick has created a report of action for each location to help address individual needs.

We discussed the need to revise the checklist form to include a larger column for notes. It was intended for the manager to comment on need areas and include what action was taken, i.e. maintenance request sent and the date as well as any history of the problem.

After reviewing the checklists, it was determined that some of the issues listed as need items are not necessarily safety issues. A column will be added to the form to address safety concerns.

Denise reported Worker's Compensation reportable injuries since January total (8). Details were not available at this meeting. The committee will review the results at the next meeting.

Adjourned: 11:15AM

Next Meeting: Tuesday, 11/18/08 – 10:00AM