

Safety Committee
Meeting Minutes
May 12, 2009 – Village Library

Attending: Kay Bauman, Janet Brooks, Ann Aliotta, Ric Rea, Denise Courts, Patrick Williams, Candace McDaniel

Visiting: Mark Marshall

Agenda:

1. Review past meeting minutes
2. Facility Inspections - Training
3. H1N1 Outbreak
4. Around the table

Discussion:

At the last meeting, the committee voted to hold future meetings at other locations. This meeting was held at The Village. Mark Marshall represented The Village Library.

We continued the discussion from last meeting regarding facility inspections and developing training for managers for dealing with PEOSH regulations and inspections.

In preparation for facility inspections by committee members, a draft of an inspection outline was reviewed. The outline was developed using a self-inspection checklist provided by the Oklahoma Department of Labor. In addition to our current inspection checklist, committee members will cover the outlined topics to ensure each facility is in compliance with PEOSH and OSHA regulations.

Our next step is to develop training for managers and supervisors to be presented at X-Change. The training will cover steps to prepare for an inspection by the Oklahoma Department of Labor and proper responses to the most commonly asked questions and problems found during the inspection.

We discussed the precautions being taken as a result of the H1N1 outbreak. Most of the suggestions made by the Oklahoma State Department of Health and CDC are common sense, i.e. hand washing and disinfecting surfaces. These practices are already in place at the libraries. The committee agreed that, at this time, there is no need to make any changes or take additional precautions.

It was suggested that we need to let our employees know what to tell customers when they ask what safety measures the library is taking against the flu. Within the next week, a new safety slide will appear in the intranet containing the information from the Oklahoma State Department of Health with contact links should customers have further questions.

Denise reported that employee injuries since January were all first-aid only which means we have had no reportable injuries to Worker's Comp.

Meeting adjourned: 11:30AM

Next Meeting: July 22, 2009 – 10:00AM – Edmond Library