

Safety Committee
Minutes

July 22, 2009

Attending: Kay Bauman, Ann Aliotta, Janet Brooks, Candace McDaniel

Absent: Ric Rea, Denise Courts, Patrick Williams

Agenda:

1. Review past meeting minutes
2. Facility Inspections – Training
3. Site Tour

Discussion:

We continued our discussion of training tools to be used with facility inspections. We have ordered a Safety Checklist manual from Business 21 Publishing. The manual contains safety audit checklists covering all OSHA standards that will be reviewed during a PEOSH/OSHA inspection. When the manual arrives, the committee will review the material to determine if it the appropriate tool for the library system to use.

Following our discussion, the committee toured the Edmond facility using our current facility checklist. We looked for some of the most commonly ask questions/problems found during a PEOSH inspection:

- OSHA posters and notices properly posted
- First Aid Supplies
- Emergency phone number posted
- Blocked emergency exits and fire extinguishers
- Trip hazards
- Storage room organization

All points were reviewed with Ann Aliotta and suggestions made for correction.

Meeting adjourned: 11:30AM

Next Meeting: 9/8/2009 – Capitol Hill