

Safety Committee
Meeting Minutes
November 24, 2009

Attending: Ann Aliotta, Kay Bauman, Ric Rea, Candace McDaniel

Absent: Patrick Williams, Denise Courts, Janet Brooks

Agenda:

- Review past meeting minutes
- Flu Update – Effects in libraries
- Vacant Committee Positions
- Annual review of Safety Manual

Discussion:

Review of last meeting minutes – Ric reported pricing on plastic tweezers to be used to remove sharps from book drops. Rick will order a supply of the tweezers and let the library managers know they are available.

To date, we have had no significant impact on business operations due to the flu outbreak. All libraries are using extra precautions such as providing hand sanitizer in public areas and performing additional cleaning of keyboards, headsets, etc.

Ric is researching pricing on hand sanitizer stands to determine if it is feasible to purchase those for each library.

As of January, Ann and Janet will no longer serve on the Safety Committee. We discussed possible candidates to fill the positions. We will survey the supervisors to see if there is anyone interested in serving for a one-year term.

We discussed the upcoming annual review and update of the safety manual and MSDS. Each committee member was asked to read through the current safety manual and be prepared to discuss any needed updates at the January meeting. A request to all managers to prepare the annual chemical inventory update will be sent out in January.

It was reported that we have had four reportable Worker's Comp injuries since September. The majority of the injuries were related to repetitive motion. We will use some of the upcoming safety slides to remind everyone about proper lifting and exercise to help prevent injuries.

We discussed possible locations for upcoming committee meetings. We will schedule the January meeting at Ralph Ellison, March at the Service Center and May and Midwest City.

Meeting adjourned: 11:15am

Next Meeting: 1/12/10 – Ralph Ellison