

Safety Committee
Meeting Minutes
January 12, 2010 – Ralph Ellison

Attending: Kay Bauman, Ric Rea, Denise Courts, Candace McDaniel
Guest: Michael Owens

Absent: Patrick Williams

Agenda:

Review past meeting minutes
Review Safety Manual and MSDS Manual
Facility Tour

Discussion:

We still have two committee positions open and no volunteers to date. The committee discussed possible candidates. Another request will be sent to all managers and supervisors requesting volunteers to serve for one year.

At the last meeting, committee members were asked to review the Safety Manual for any needed updates for the annual review. Each section of the manual was reviewed and discussed. We will update the Emergency Contacts, PPE Hazard Assessments; Lockout-Tagout authorized employees page and Table of Contents. A new section with Safety Audit Checklists will be added to all manuals.

Denise reviewed the Safety Training progress year to date. Currently 96% of all new hires have completed the required training. 95% of all employees have completed the required Hazard Communication and Bloodborne Pathogens training.

We are receiving Top Safety Monthly newsletter that is being routed to all managers and supervisors to share with their staff. The review of this newsletter will count as 10 minutes to safety training.

Ric reported that the plastic tweezers to be used to remove sharps from book drops have been ordered and will soon be available to all libraries.

The committee toured the Ralph Ellison facility reviewing the Facility Inspection Checklist. Because this is a newly remodeled facility, there are a few signs that have not yet been installed. We noted the need for signage above fire extinguishers in the work room and teen area. Also egress maps are missing.

Meeting adjourned: 11:45am

Next meeting: March 9, 2010 – Service Center