

Safety Committee
Meeting Minutes
March 9, 2010 – Service Center

Attending: Ric Rea, Denise Courts, Patrick Williams, Jamar Rahming, Phil Tolbert, Candace McDaniel

Absent: Kay Bauman

Agenda:

Welcome new committee members

Review past meeting minutes

Wellness Program

Around the Table

Facility Tour

Discussion:

We have two new members who have agreed to serve on the committee for one year. Welcome to Jamar Rahming and Phil Tolbert.

Everyone received a copy of the last meeting minutes to review. Annual updates have been completed for the Safety Manual and MSDS books for all libraries and departments.

We discussed the idea of starting a wellness program for the library system. There are a number of resources available at little or no cost that could be used in our organization. Candace, Stacy Schrank and Kelley Hoffman will attend a Spring Wellness Conference sponsored by the Oklahoma City-County Health Department. The program includes workshops dealing with starting a wellness program and becoming a certified healthy business. We will discuss this project in more detail when we learn what is involved in start-up and administration of such a program.

Patrick pointed out one of the recurring comments on the quarterly facility inspections is the need for floor mats at entry doors. Currently most library locations own some mats but they are becoming worn and dirty. Patrick has a resource for rental of mats. The service would include regular replacement and maintenance of mats at each location. Patrick will research the needs of each location and then get a price quote on rental.

Denise reported that supervisors are utilizing the new online safety training tracking tool. Since the supervisors and employees can easily see their training needs, training is being completed and reports sent in earlier.

We discussed any new training needs. Requests include: Security issues, building safety, new procedures, and ergonomic training customized to each location. We have added more DVD's to the training library that includes a new topic: Safety in Your Library.

The dates and locations for the next three committee meetings have been set:

May 11 – Del City

July 13 – Bethany

September 14 – Warr Acres

All meetings will begin at 10:00am unless committee members are notified otherwise.

The committee toured the Service Center facility following the checklist of 10 most commonly found problems:

1. Fire Extinguishers – annual/monthly inspections
2. Breaker Boxes – circuits labeled and properly secured
3. Power Cords – No hazards found
4. Electric Heaters – No hazards found
5. Exit Signs – All properly installed. The exit sign above the emergency exits are clear and hard to see with the sunlight coming through the window above the door. We suggested putting something behind the sign to make it easier to see.

We noted a desk blocking the exit door in Cataloging. Suggest moving the desk away from the door.

Patrick shared his plan to add yellow striping inside the maintenance area around the shelving and where the forklift is parked.

6. Emergency Lighting –
7. Chemicals – all were labeled and stored properly
8. Housekeeping - the facility is generally clean and clear of clutter. The area where the trash bins are stored needs a handrail or some safety devise to prevent falls from the elevated area.
9. Bulletin Board Posting – all required posters and notices were displayed
10. The Safety Manual and MSDS book was not readily available in the Maintenance area.

With the recent move into this new facility, there is a need to establish new emergency evacuation procedures.

Meeting adjourned: 11:30am

Next meeting: May 11, 2010 – Del City