

Safety Committee
Meeting Minutes

May 11, 2010
Del City

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

Agenda:

- Review last meeting minutes
- Wellness Program update
- First Quarter Safety Statistics
- Facility Tour

Discussion:

Candace, Stacy Schrank, and Kelley Hoffman attended a Spring Wellness Conference in April. The conference was presented by the Oklahoma City-County Health Department and provided tools and ideas for starting a wellness program and becoming a Certified Healthy Business. We will meet in July with a wellness management company that can help us design and administer a wellness program for the library system.

Denise presented the first quarter safety training statistics. Year to date, 98% of staff have completed all required safety training. During the first quarter 11 employees are non-compliant. Although this is a small number, the consequences are severe. With the new appraisal system, an employee missing any required training will receive an automatic "1" which places the employee on probation.

We will make a presentation at X-Change to remind managers and supervisors of the consequences and the connection to the appraisal process.

It was suggested that the due date for quarterly safety training reports be changed to two weeks prior to the end of the quarter. This will give HUM an opportunity to review the reports and send a reminder to those who have not completed the training.

Time credit for safety powerpoint presentations was discussed. There have been some questions about the length of some of the presentations that include a quiz or links to additional training.

When these presentations were developed, a five minute credit was established due to the limited content. Employees were encouraged to seek additional training on the topics to receive more credit. We will clarify this for the staff at X-Change.

We have experienced (4) reportable Worker's Comp injuries so far this year. Carpel Tunnel remains a common injury in the system. The committee feels our staff is in need of more ergonomic training. It was suggested that we find a Physical Therapist to evaluate the library activities and make recommendations for solutions.

Facility Tour:

The committee toured the Del City facility using the safety checklist. We discovered a two fire extinguishers inside the book drop enclosed behind a locked door. One should be moved outside the door and proper signage placed above. Jamar will place a work order with Maintenance.

No other safety issues were found during our tour.

Meeting adjourned: 11:00am

Next meeting: July 13, 2010 – Bethany