

**Safety Committee
Meeting Minutes**

**July 13, 2010
Warr Acres**

Attending: Ric Rea, Denise Courts, Candace McDaniel

Absent: Kay Bauman, Jamar Rahming, Phil Tolbert, Patrick Williams

Agenda:

- Review of past meeting minutes
- Training Update
- Facility Tour

Discussion:

At our last meeting, we discussed the time credit allowing for Safety Powerpoint presentations on the intranet. Due to the limited content of the presentations, a maximum of five minutes had been allowed for each presentation.

Since then, there have been many questions from staff about the time limit and, after further review by the committee, the decision was made to remove the limit for training time on powerpoint presentations.

Denise will update the safety training library page to indicate "actual time" on the duration of each topic. She will also send e-mail notification to all staff about the change effective July 1, 2010.

Also effective July 1 is a change in the due date for quarterly safety training reports. In order to allow time for review by HUM, quarterly safety training reports will be due to Human Resources two weeks prior to the end of the quarter. Denise will send e-mail notification to all staff about this change.

The committee reviewed the training statistics for the first and second quarter of this year. Although we are still not 100% compliant, only three employees have not yet completed the required Hazardous Communication training that was required during the first quarter.

Review of the Worker's Comp Report shows six reportable injuries this year through the month of June. Most are related to repetitive motion injuries.

The committee toured the Warr Acres facility. We found the facility to be very clean and organized. We suggested that the store room area around the air handler and breaker boxes be cleared and re-organized to allow easy access around the equipment.

Meeting adjourned: 11:15am

Next Meeting: September 14, 2010 – Bethany