

Safety Committee
Meeting Minutes
November 9, 2010 - Midwest City

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

Agenda:

- Review last meeting minutes
- Safety Training Requirements
- Training Update
- Worker's Comp Report
- Facility Inspection

Discussion:

At our last meeting we discussed some confusion about the amount of training required upon return to work from an accident. Currently, the procedure "suggests" 15 minutes of safety training upon returning to work and additional 30 minutes of training due during the quarter following the accident.

After discussion, the committee decided to change the procedure to require 30 minutes of safety training relating to the accident upon return to work. This training does not satisfy the regular quarterly safety training requirement. Denise will make the necessary changes to the intranet training instructions.

Denise reported that safety training is 100% compliant for the first time ever.

The committee reviewed the Worker's Comp injury report. To date we have had 11 reportable accidents. One of the accidents listed on this report may not be reportable at the end of the year as this could be considered first aid rather than a reportable injury.

Three of the libraries have held fire drills in the month of October. Every facility should have at least one evacuation drill annually and review safety procedures with all staff.

There was some discussion about staff in the building after hours. This could be a safety issue if an emergency situation should arise and no one was aware of staff in the building. It was suggested that we establish a written procedure about being in a library facility before or after hours.

Prior to the facility inspection, Patrick reported that Chubb Insurance had recently issued a report stating that generally, storage in boiler rooms is an issue and the areas must be cleared.

Inspection of the Midwest City facility revealed supplies stored in the boiler room. We found breaker boxes blocked in a mechanical room and some general clutter in the staff workroom. All chemicals were properly labeled and we found no potential problems with electrical cords. All fire extinguishers had been recently inspected and were properly tagged. The Safety Manual and MSDS manual was easily accessible for all employees and both were up-to-date.

Meeting adjourned: 11:30am

Next meeting: January 11, 2011
Location: TBD