

Safety Committee
Meeting Minutes
August 9, 2011 – Village

Attending: Heidi Johnson, Chris Kennedy, Patrick Williams, Denise Courts, Candace McDaniel

Absent: Kay Bauman, Ric Rea, Jana Hausberg

Agenda:

- I. Review past meeting minutes
- II. Use of Wheel Chair at Downtown
- III. Update on Training and Worker's Comp Claims
- IV. Around the Table
- V. Facility Inspection

Discussion:

No further discussion about the past meeting minutes.

As a result of a temporary position change, Jana Hausberg will serve on the committee in place of Phil Tolbert through January.

Ric requested some discussion about the use of the wheel chair in the Downtown library. Currently, the chair is stored in the first floor staff area and has been loaned to customers while inside the library for use other than a medical emergency. The chair was purchased for use by employees only and for medical emergencies only. There is concern about the cleanliness of the chair and liability issues related to the public use of library equipment.

There are currently no guidelines for the use of this piece of equipment in the libraries. Chris has agreed to research the number of locations that have a wheel chair and how they are being stored and used. We will review his findings at the next committee meeting.

In the meantime, the Safety Committee will request the wheel chair at Downtown be stored in the infirmary located in the 3rd floor staff lounge. We will further instruct the staff to discontinue lending the chair to customers for use while they are inside the building.

Safety training for the second quarter is 99% compliant. We currently have two new hires who have not satisfactorily completed required training. Both of these issues have been addressed and are being corrected. The second quarter numbers reflect two employees who terminated after the end of the quarter without completing required training.

The requirements for new hire training were discussed. It seems that there is a problem with timing of the due date for completion of training vs. the ability of the new employee to access MLS to complete the training. If the employee's first day at work is the first day of a new pay

period, and the end of a quarter, the business office cannot put the new hire into the system until payroll has been run which is generally Wednesday of that week. If new hire training is due before the end of the quarter, the employee may not be able to access the system in time.

Denise will research this issue and report at the next committee meeting.

Worker's Comp claims remain at zero for the year. We have had no reportable injuries or first aid incidents this year. Data is measured by the Department of Labor for a calendar year and our insurance carrier measures data from October to October.

The committee will begin working toward a promotion and celebration of achievement if we get to the end of the year with zero claims.

Facility Inspection:

We toured the Village facility. Overall, everything was very clean and organized. During the tour we found one chemical bottle without a label. The bottle was removed and will be given to the janitor to either properly label or dispose of.

There is no signage indicating the location of the fire extinguishers in the building. We suggested that LaVetta order some decals to identify all six extinguishers.

The rug in the children's area is fraying on the edge and creating a trip hazard in the doorway. We suggested that a transition strip be installed over the edge to create a smoother surface.

Meeting adjourned: 11:30AM

Next Meeting: October 18, 2011 – Belle Isle