

**Safety Committee
Meeting Minutes
October 18, 2011
Belle Isle**

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

Absent: Kay Bauman, Ric Rea

Agenda:

- Review past meeting minutes
- Use of Wheelchairs
- Update on Training and Worker's Comp Claims
- Around the Table
- Facility Inspection

Discussion:

At the last meeting, the committee discussed the use of the wheelchair at the Downtown Library. There had been some concern about the cleanliness of the chair and the possible liability issues related to the public use of the chair. Chris agreed to research which libraries have a chair and what issues, if any, they have.

Currently, only Downtown and Village have a wheelchair and there have been no reported issues with their use. It was decided that there is no need for a blanket policy regarding the use of wheelchairs in the libraries.

Safety training for new hires was discussed. The timing of quarterly training is sometimes a problem when the employee is hired at the end of a quarter because they do not have immediate access to LMS. New hires have access to training on their first day via the intranet safety training library and can complete required new hire training before being added to the LMS system.

Denise reported that quarterly training is not 100% complete due to a re-hire for one month. Once that employee is gone, training will be 100% compliant.

There had been some questions about the record keeping for safety training reports. The official rule is a copy of training reports must be kept as long as the employee is working. Human Resources keeps a copy of all reports but, PEOSH requires each location to keep a copy of the reports on file.

We had two worker's comp injuries reported for the policy year. There was one claim re-opened from a previous injury because the employee required additional medical treatment. The insurance company re-opened the claim in order to send the employee to the same healthcare provider for treatment.

The committee was reminded that October is fire safety month and all agencies should have a fire drill.

Facility Inspection:

We toured the Belle Isle facility. Overall, everything was very clean and organized. We found one fire extinguisher cabinet in the basement that was not labeled. Priscilla will issue a work order to get this corrected.

Meeting adjourned: 11:30am

Next meeting: 12/13/2011
Capitol Hill