

**Safety Committee Minutes
April 13, 2007**

Attending: Kay Bauman, Janet Brooks, Denise Courts, Candace McDaniel, Ric Rea, Fariba Williams, Patrick Williams,

Agenda:

**Review last meeting's minutes
Welcome Denise Courts – new committee member
Results of Benefits Fair
Update PEOSH Inspection
Around the Table**

Discussion:

- 1. Denise presented the ODL Form 300 – log of work-related injuries to the committee for review. This report includes only those injuries or illnesses that involve days off work or medical treatment beyond first aid. A report will be generated with a recap of all workers comp claims for the committee review to determine if there are particular areas in need of training or other corrective actions. The committee will review this report quarterly. The Form 300 and Workers Comp report will also be used to determine proper PPE for any areas identified on the hazard assessments.**

Denise also mentioned that a First Report of Injury must be completed for any injury regardless of the need for a doctor's care. The report must be submitted to Human Resources immediately.

- 2. We continue work on compliance with the PEOSH inspection. The Department of Labor has granted an extension until May 31, 2007 to correct the violations identified in the inspection. MSDS sheets have been obtained on the majority of the chemicals listed on the inventories. There are at least 50 products that were not adequately described on the inventories to get MSDS. The Library Mangers will be asked to get the information needed to complete the project. Prior to the next meeting, we will obtain a list of products normally purchased through the Business Office and from that list and the chemical inventories the committee will develop a list of approved products to be used system-wide. MSDS manuals will be assembled for each location plus a master copy to be kept in the purchasing department. It was suggested that we add an order form on the intranet of all approved products.**

We discussed the need to add the MSDS sheets for all the products furnished and used by the Janitorial Service. Since MLS uses an outside source for this service, it is the responsibility of the Janitorial Service to maintain MSDS sheets for any chemicals used and/or stored in any of our locations. These products should be stored in a separate location and should not be accessible to any library employees. It was suggested that we post signs at any area where the Janitorial Service stores chemicals stating that the area is restricted and products are not for library staff use. We also discussed the possibility of purchasing equipment such as mops, buckets, brooms, etc. that would only be used by library employees and eliminate the need to use any of the Janitorial Service supplies.

Metro Tech has delivered a first draft of the Safety Programs for our review. The format will need to be changed. Another meeting with Ryan Parkhurst is scheduled for Monday, 4/16 to work on the changes. Once the programs are complete, we will schedule training for the staff.

3. The Safety Committee booth at the Benefits Fair was well received by the staff. We asked for suggestions for projects or training needed and we have received a number of good ideas. We also have received some good comments about the Safety Slides with one suggestion to add an archive of the powerpoint presentations that can be accessed on the intranet. Those have been added.
4. Denise reported a need for a step ladder for the Downtown Staff Lounge. There are several things stored on top shelves of the cabinets and currently everyone is using a chair to reach the shelves. We will locate a suitable ladder and make the purchase before our next meeting.

Meeting adjourned: 11:30AM

Next Meeting: May 8, 2007 – 10:00AM