

**Safety Committee
Meeting Minutes
December 13, 2011
Capitol Hill**

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

Absent: Kay Bauman, Heidi Johnson

Agenda:

1. Review of past meeting minutes
2. Vacant committee position
3. Fire drill procedures
4. Safety training update
5. Worker's Comp update
6. Annual review of Safety Manual
7. Facility tour

Discussion:

At the last meeting, the requirement for completion of new hire training was discussed. Moving forward, all new hires will be notified of the availability of the intranet for safety training. New hires do not have to wait for the first pay period to be processed to have access to training materials and can complete required training even if their start date is the last day of the quarter.

The group discussed the vacant committee position. It was suggested that the Security Manager be included as a permanent position on the committee as well as the Human Resources Director. The proposed committee composition would be the Deputy Executive Director of Library Operations, Director of Facilities Maintenance, Director of Human Resources, Benefits Specialist, Headquarters Manager and Security Manager plus three at-large members selected from the X-Change Committee. This change is pending approval of the Executive Director and P&P Committee.

It was suggested that we need new or at least updated written guidelines for conducting fire drills in our facilities. The committee reviewed current procedures in the manager's handbook and safety manual. Some of the instructions appear to be out of date and are not clear on how to handle minor fire emergencies such as use of fire extinguishers, or procedures/reporting to follow after the fact.

Fire extinguisher training for all staff was discussed. Currently, this type of training is not mandatory for employees.

Jana agreed to create a draft of a checklist and report form to be presented at the next committee meeting.

There were no updates for safety training or worker's comp claims to report.

The committee briefly reviewed the Safety Policy. In the Regulations section, paragraph two states employees must abide by restrictions or limitation prescribed or recommended

by the employees' doctor... It was suggested that we add a light duty agreement to clarify restrictions and determine if those restrictions are temporary or permanent.

Denise will re-write this paragraph and present a draft to the committee at the next meeting.

A tour of the Capitol Hill facility followed the discussions. The committee found the facility to be clean and organized and all required checklist points were in place. We found two chemical bottles that were not labeled. Jana disposed of the materials immediately.

Meeting adjourned: 11:30am

Next Meeting: February 14, 2012 – 10:00am - Edmond Library