

**Safety Committee
Meeting Minutes**

**June 19, 2012
Northwest Library**

Attending: Heidi Johnson, Chris Kennedy, Patrick Williams, Lori Piccolo, Candace McDaniel, (Guest)
Julie Ballou
Absent: Kay Bauman, Denise Courts

Agenda:

**Review past meeting minutes
Safety Training and Worker's Comp Injury Report
Around the Table
Facility Inspection**

Discussion:

We have had only one reportable worker's comp injury during this quarter. Due to our low injury rate, our worker's comp insurance rate has reduced from 1.21 to .97 effective in October.

Jana reported that the Capitol Hill building is in need of many repairs. Maintenance is working to resolve some of the issues.

During the last six months, Patrick has been reviewing cleaning procedures to meet LEED specifications. Currently, we are testing products that can be incorporated at all locations and standardized for the system.

Chris reported a broken sidewalk and ramp at Midwest City have been repaired. The Oklahoma Department of Labor inspection requirements have been completed and acknowledged by ODL.

Julie reported one injury during the move into Northwest. The employee suffered a muscle strain and was placed on light duty for one week.

Northwest has a large safe room and has received many inquiries from the community about public shelter. Oklahoma City does not have designated public shelters; however, the city does promote shelter in place. MLS policy does not specifically address shelter in place. We encourage all staff to review current evacuation and tornado procedures. Each library should establish procedures for protecting the safety of our customers and employees during any type of emergency.

Lori reported that safety training for the 2nd quarter is due in two weeks. To date, we are about 90% compliant.

No new business was discussed. A facility inspection of the Northwest Library followed the discussions.

The committee found the following during the inspection:

1. None of the fire extinguishers had documentation of inspection
2. Inspection of the East storage area revealed materials stored too close to the electrical breaker box
3. The required bulletin board postings were not present. * Lori will send the necessary documents.

Meeting adjourned: 11:30am

Next meeting: August 14, 2012 – Belle Isle