

Safety Committee
Meeting Minutes
August 14, 2012
Belle Isle

Attending: Heidi Johnson, Jana Hausburg, Lori Piccolo, Patrick Williams, Chris Kennedy, Candace McDaniel, Guest, Debbie Robertus

Absent: Kay Bauman, Denise Courts

Agenda:

Review Last Minutes
Safety Training Update
Around the Table
Facility Tour

Discussion:

Lori reported safety training compliance is good shape for the quarter. We have had four Worker's Comp injuries reported since our August meeting. Two employees are still off work and two have returned with light duty.

We discussed the question about the amount of time (30 minutes) required for safety training.

Although OSHA and PEOSH require every employee to complete safety training quarterly, there is not a specified time limit. The half hour time was suggested by the Oklahoma Department of Labor and was adopted by the Library as our policy.

Around the Table:

Jana reported that Maintenance is currently working on the air conditioning at Capitol Hill

Heidi discussed the (upcoming) need for a private location within the Service Center for a breastfeeding mother. We are obligated by law to provide a location other than a restroom that can be locked and has access to an electrical outlet for any employee who is breastfeeding. Lori will visit the Service Center in the coming weeks to identify an appropriate place.

Chris asked about the proper disposal of sharps and if each location should have an official sharps container.

We have researched this topic before and found that, according to the Oklahoma Department of Labor, a sharps disposal container is required only if any one location disposes of more than 65 pounds of sharps material. Since it is unlikely that any library would incur that much waste, it is acceptable to dispose of sharps enclosed in a container that is puncture resistant (such as a glass jar).

We also discussed the possibility of getting No Smoking signs for the exterior of all buildings. Patrick will research which facilities are in need.

A tour of the Belle Isle facility followed discussions.

Overall the facility was very clean and organized. The following needs were found:

1. Exit sign in entry not lit
2. Fire extinguisher inside the book drop is not needed because of the presence of the automatic sprinkler.
3. Found extra materials stored inside the mechanical room. This room should be clear.
4. The required bulletin board postings were not present.

Meeting adjourned: 11:30AM

Next meeting: 10/30/12 – Ralph Ellison