

Safety Committee
Meeting Minutes
October 30, 2012
Ralph Ellison

Attending: Kay Bauman, Denise Courts, Candace McDaniel, Heidi Johnson, Lori Piccolo, Jana Hausburg, Chris Kennedy, Michael Owens (guest)

Absent: Patrick Williams

Agenda:

Review last meeting minutes

Safety Training and Worker's Comp update

Around the table

Facility Tour

Discussion:

In review of the last meeting minutes, Lori and Heidi indicated that a location has not been identified for a private lactation room at the Service Center. The two will meet in November to evaluate the space.

We have received several questions about the proper disposal of sharps and the use of sharps containers. According to the Oklahoma Department of Labor, for businesses that produce less than 60 pounds of sharps waste, a special sharps disposal container is not required. We were instructed to use a puncture-proof container such as a glass jar with a lid to dispose of sharps.

It was suggested that a clarifying statement be added to the Hazard Communication Program in the safety manual to address this procedure.

The group discussed the need for emergency egress signs at the Service Center, Ralph Ellison and Northwest. Those signs typically come from Marketing. Floor plans should be available from Construction Management.

Denise reviewed Worker's Comp results year to date. We currently have three cases open. All are minor injuries.

To date, we are not 100% compliant with safety training. There are three employees who did not complete required Bloodborne Pathogens training during the 3rd quarter.

Jana reported that a site-specific fire evacuation plant has been updated at Capitol Hill and they have had two opportunities to practice evacuation with employees and customers.

Currently, we do not require specific training annually for fire or tornado safety. Lori suggested that we add these two areas to our required training in the 2nd and 4th quarters.

The proposed required training would be:

1 st Quarter	Hazard Communication
2 nd Quarter	Tornado Safety
3 rd Quarter	Bloodborne Pathogens
4 th Quarter	Fire Safety

Information will be provided to all staff at the first of the year.

A tour of the Ralph Ellison facility followed discussions.

Overall the facility is very clean and well organized. The committee did not find any violations or immediate need for repairs.

Meeting adjourned: - 11:30AM

Next meeting: 1/8/2013 – Del City