

Memo

Date: 6/16/2023
To: Caroline Zavitkovski, Principal Management Auditor; Mical Yohannes,
Management Auditor
From: Vailey Oehlke, Director of Libraries

RE: Library OR-OSHA update

Thank you for your May 24th, 2023, letter outlining areas where the library could better meet the standards set out by Oregon Occupational Safety and Health (OR-OSHA) for required safety meetings.

We would like to provide you with an update on our progress in addressing the findings in your letter:

- The library and Risk Management have agreed on a new structure and approach for library location safety committee meetings. After follow-up with our Risk Management partners, the library has committed to establishing monthly region-specific centralized safety committees.

Each region of the system (North/Northeast, Central, West/South, Mid-County, and East County) will hold a monthly centralized safety committee meeting. By establishing region-specific committees, we can better align this work with our existing management structures and clarify responsibility and internal controls. The existing safety and health policy will be updated as a part of this reorganization.

The groundwork to create new and additional safety committees will take place in June and July of 2023. We anticipate that the initial monthly meetings will be in August. Once membership has been established, the participant roster will be shared with the library's Learning & Organizational Development team to initiate and track required WorkDay training.

- The library has identified two employees in the Lloyd Administration work group who will represent the library at the joint safety committee with Environmental Health. These employees have been added to the meeting invites and google groups for this committee, and are scheduled to attend the next monthly meeting on 7/26/2023.
- Available meeting minutes and reports have been compiled and posted to the Library Commons, in accordance with OR-OSHA requirements. Library leadership

has reemphasized the importance of maintaining and posting meeting minutes and inspection documentation with safety committee support staff. Documentation regarding internal controls will be developed as part of the regional centralized safety committee approach.

Like many organizations, we are finding that systems and processes in place prior to the pandemic are ripe for fine-tuning. For the library system, this has been further complicated by the disruption the bond program has had on our regular operations. We thank you for your review, and for the opportunity to update you on our progress.



Vailey Oehlke
Director of Libraries