Wilkes University
Environmental and Safety Committee
Record of Minutes

Chairperson: John Pesta

Date: 2/25/10  Time: 2 p.m.

Present:
Mr. Joseph Housenick, Mr. John Pesta, Mr. Jim Weaver, Ms. Maria Bianco,
Ms. Camille Kaschak, Dr. Marlene Troy, Ms. Jackie Ruane, Dr. Verret, Mr. Tom Messinger,
Dr. Julie Olenik, Ms. Michele Grushinski (non-member)

Absent:
Ms. Silvia Elias, Ms. Diane O’Brien

Previous Meeting Minutes from January were reviewed and approved.

Minutes:
MSDS Lists will be put in bound books in specified areas, they need to be readily available in
case of an emergency.

Discussion was held on the membership of the Environmental & Safety Committee.
According to the Certification Session that was attended by the committee members the ratio
of the committee should be 50% managers & 50% staff. There were differing opinions on
who were considered managers and it was suggested we define “manager” clearer.
Everyone who is now on the committee must remain until June at which time the committee
members may choose to stay or relinquish their duties to another employee on campus.
The Safety Committee By-Laws have to be addressed further to establish concrete guidelines
on membership.

The Safety Officer position is still being discussed.

Questions were brought up regarding the inspection of lab safety. A check list will be put
together and several members of different labs will do a crossover check with each lab. The
inspection needs to be completed by June. Included will be Biology, Chemistry, & Pharmacy.
(Engineering & Nursing)?
Emergency Action Plan is now in a booklet form and is about to be distributed.
There are two teams:
Instant Management Team & Emergency Response Team
There will be a training session for people on these teams within a couple of weeks.
We will have an imitation disaster on campus.
A sheet on how to handle certain emergency situations would be a good idea to be distributed around campus.

Action Items:

Old Business:

New Business:

Agenda items:
Update on Hepatitis B vaccine. Another training session is needed.

Building Inspection Reports:
4-5 buildings have been inspected

Accident Incident Summary/Investigations:

Comments: (Incidents Discussed)