Chairperson: John Pesta

Date: 10/26/10    Time: 3:00 pm

Present:
Mr. Jim Lennox, Mr. Joseph Housenick, Mr. John Pesta, Mr. Jim Weaver, Ms. Maria Bianco,
Dr. Marlene Troy, Mrs. Jackie Ruane, Mr. Gerald Rebo, Dr. Brian Whitman, Ms. Michele
Grushinski, Ms. Diane O’Brien.

Absent:
Dr. Reynold Verret, Ms. Camille Kaschak, Silvia Elias

Previous Meeting Minutes from 9/28/10

Minutes:
Minutes from 9/28/10 were reviewed and approved.

Discussed in detail the BP Exposure Control Plan….The plan was approved with the following
minor changes:

- Page 2, 1st sentence delete “for our entire staff”
- Page 7, 1st sentence under heading Hepatitis B Vaccination delete “provide” and insert
  “coordinate”.

The Plan will be submitted to the Provost for final action.

Development of a BP training video is in process and when completed will be available on the
University’s website. Any questions from viewers will be directed to Diane O’Brien.

Emergency Action Plan’s tabletop exercise will facilitated by Cocciardi and Associates.
Final schedule for the exercise is pending, but will be prior to the end of the fall semester.
Coordination with the President’s Cabinet is required.

Lab audits are continuing and are on schedule. General building inspection list was forwarded to
the team conducting the audits so, the non-lab areas of Stark Hall may be included in the report.
Building inspections for all other campus facilities will begin over the break between semesters.
The Committee training is required annually for continued certification. All members must receive the training for the certification. Additional, discussion is required to determine the best date to schedule the training.

Revisited the discussion to select a new Committee Secretary …there were no volunteers. Ms. Camille Kaschak will continue as Secretary with support when required from Chairperson.

Discussed the use of candles in University facilities by members of the campus community and the risks and dangers of the practice. Will develop a campus fire safety policy with a list of prohibited practices.

**Old Business:**

**New Business:**

The committee briefly discussed the ongoing issue regarding access and availability of MSDS. This item will be added to the November agenda for additional review.

**Building Inspection Reports:**

**Accident Incident Summary/Investigations:**

Three accidents were reviewed, discussed and cleared.