Wilkes University
Environmental and Safety Committee
Record of Minutes

Chairperson: John Pesta

Date: 11/30/10  Time: 3 p.m

Present:
Mr. Joseph Housenick, Mr. John Pesta, Ms. Maria Bianco, Ms. Camille Kaschak,
Ms. Jackie Ruane, Ms. Michele Grushinski, Ms. Diane O’Brien, Mr. James Lennox,
Ms. Sylvia Elias, Mr. Jim Weaver, Dr. Marlene Troy, Mr. Gerald Rebo,
Ms. Dana Manning

Absent:
Dr. Brian Whitman, Dr. Reynold Verret

Previous Meeting Minutes from 10/26/10 reviewed.

Minutes:
Revised minutes from 10/26/10: Dana Manning was in attendance at the October meeting.

**MSDS Access:** A hard copy of the MSDS list should be kept in all labs in a common location.
Academic labs should have a folder with a safety manual including Right-to-Know and safety expectations. Facilities should use the same model as the labs.
Public Safety must have an inventory of chemicals in case of an emergency.

The Safety Committee needs to help drive the need for the use of safety data sheets to be implemented in the labs. A strict policy needs to be generated through the Provost since not all labs have use of a MSDS list and therefore there is no enforcement of such a policy.

OSHA requirements include a *Chemical Hygiene Plan* which may need a Chemical Hygiene Officer to deal with all the different types of labs. Right now the person using the lab is responsible for the chemical hygiene.
Annual Committee Training:
Clint D. Wevodan – Risk Consultant from RCM&D /SISCO will be doing our committee certification training session in January or February.

Safety Mgmt. Manuel:
Are we going to use the new Safety Manual by Ed Lubash or the old one we already have? A combination of both was proposed. A review of all 3 manuals will be made and then a decision will be discussed.

Other Business- Forms: The Injury-Incident Report Form & Injury-Incident Investigation Report Form were both adopted by the committee for future use on all campus related injuries.

Old Business
Bloodborne Pathogen training is almost complete.
Some people who requested Hepatitis B shots did not come in for them. They were sent high priority emails with no response.

New Business:

Building Inspection Reports:

Accident Incident Summary/Investigations:
One accident was reviewed and discussed.

Comments: (Incidents Discussed)