Wilkes University
Environmental Health and Safety Committee
Record of Minutes

Chairperson: James Lennox

Date: 4/19/12  Time: 2:00 p.m.

Present:
Mr. John Pesta, Mr. James Lennox, Ms. Jackie Ruane, Ms. Alicia Bond, Mr. Mitchell Adams, Ms. Maria Bianco, Mr. John Voitek, Ms. Silvia Elias, Mr. Gerald Rebo, Ms. Michele Grushinski, Ms. Diane O'Brien, Mr. Rick Noel, Mr. Bruce Phair

Absent:
Dr. Reynold Verret, Dr. Brian Whitman, Dr. Marleen Troy, Ms. Dana Manning, Ms. Camille Kaschak, Ms. Julie McMonagle, Mr. Robert Taylor, Mr. James Weaver

Previous Meeting Minutes for 3/15/12:
The March meeting minutes were approved with motions by John Pesta and Mitch Adams.

Lab Safety Subcommittee updates:
- A lab safety sign off sheet will be required for students taking a lab. Julie suggested the signature be required on the lab safety document.
  - Every semester students will be required to sign off that they were notified of safety procedures, safety equipment, kits, fire exits, etc.
- The committee reviewed the new safety requirements document.
  - United Educators Insurance program just added a lab safety e-learning program for administrators called Teaching Lab Safety.
  - Rick advised there is a video available for students as well and we may be able to download to portal or blackboard.
  - In the new safety document the instructor is responsible for monitoring each student’s awareness of safety requirements. This online course will be helpful for instructors. It can be paused and restarted at any time. A certificate can be printed.
  - Desire to learn system may have capabilities to add training video. Also able to add drivers training video there as well.
  - Motion to approve the safety requirements document - committee approved this document.
- Reviewed after hours SOP - passed around for review by committee
  - SOP is broken down into undergraduate and graduate.
  - If students are coming back on the weekend they must let the lab manager know.
  - Jackie's area has swipe access and has a list of each student in each area.
  - Lab manager should be aware the student will be there at night. Each department will be responsible for knowing who is in the lab and when and if proper procedure is being followed. Student will be held to the honor system as well.
Jim Lennox will send the examples, etc to the Provost to share with Deans for their review and reaction.

**Project Update:**

- Bloodborne pathogen training went well. Approximately a dozen people missed, but overall very good turnout. Largest issue is the 3rd shift workers.
  - Vaccine compliance is successful - those who asked followed through.
  - Worst case scenario there is a video that can be watched for those who can’t attend.
  - Pharmacy students were helpful and have signed up to help each year.
- Website - if you have documents like SOP’s to be added send them to Marlene Troy
- Desire to Learn - working to start building a nice safety training portion of website for faculty/staff and students
  - Goal will be to have drivers training video on the website by next meeting.

**Accident Reports:**

- 4 accidents -
  - Cut finger - employee called for help and is okay.
  - Two students walking through breezeway spraying chemicals and got some in eyes. MSDS was reviewed/ referenced and eyes were washed. Student ok.
  - Young man working construction got his foot caught in rebar and twisted foot and has not returned to job. He is covered under the construction company insurance policy.
  - Darte - student doing flip and twisted back - health services followed up with her today and she was fine.

**Other Business:**

- OSHA changing labeling of safety sheets so new training will be required by Dec 2013. Will be required to comply with all rules by June 2015.
- We may need to update MSDS.
- Hazardous Communication Act - will need to be re-written as rules and definitions will be changed.
- New software to allow people to access MSDS will be available in the near future.