Chairperson: James Lennox

Date: 2/16/12  Time: 2:00 p.m.

Present:
Mr. John Pesta, Mr. James Lennox, Ms. Jackie Ruane, Ms. Alicia Bond, Mr. Gerald Rebo, Mr. Mitchell Adams, Dr. Marleen Troy, Ms. Maria Bianco, Ms. Julie McMonagle, Ms. Dana Manning, Ms. Michele Grushinski, Mr. John Voitek, Ms. Diane O’Brien, Ms. Camille Kaschak, Mr. Rick Noel

Absent:
Dr. Reynold Verret, Ms. Silvia Elias, Mr. Robert Taylor, Dr. Brian Whitman, Mr. James Weaver

Previous Meeting Minutes for 1/19/12:
The January meeting minutes were approved with motions by Mr. John Pesta and Ms. Camille Kaschak.

Mr. Rick Noel was introduced at the beginning of the meeting. He will assist with Risk Management Issues under the NEPEC agreement.

Chemical Inventory
- Binder provided to Public Safety for reference in case of emergency.
- Changes/updates can be sent whenever needed.
- Biology and Environmental Sciences got a good start.
- Maria Bianco has an online inventory system, will see if access can be given to public safety.

Lab Safety Subcommittee update -
- The new mandate will be implemented for incoming students
- Creating a lab safety training
- Rick advised there is a video that he can provide and also have added to the online website for all new students to watch. Rick will provide to Jim Lennox. He also advised there is United Educators video for Art and will bring that as well.
- After hour policies for each lab was discussed and a list for storage cabinets. Waiting for invoice on chemical waste that was removed to determine how much remains in the budget. John Pesta has to get at least 1 cabinet for DDD as a requirement. Others may have to wait until next FY depending on remaining budget.
- Reviewed some SLP's in subcommittee meeting.
- John Pesta has biohazard and first aid kits if needed. Some supplies are available to refill. If needed call to determine what is available. Jim Lennox also has extra biohazard kits.
Bloodborne
  • Updating list to be more streamlined.
  • Will provide 5 update sessions
    ○ Mandate letter will be sent and may come from HR or VP of Finance Office.
    ○ 10 hrs of Patient directed teaching requirements - Health Services will get the records and make sure all are up to date and will be there for all in-services. Two students will assist for all 5 sessions. This will satisfy the annual renewal.
    ○ HR met with Maintenance and 6-7 names have been added. Still have to meet with Nursing and Pharmacy Practice to determine. Dana will assist with Pharmacy Practice list.
    ○ RSVP to Health Services.
  ○ Reviewed plan to determine if changes are needed. Updates will be included in form of SLP and some date changes. Should be completed by end of March.
  ○ Some people asked for shots and they were ordered but then they never showed for the shot. In the future, if you sign up for a shot come, otherwise the department will be charged (update to declaration).

Project Update
  • Lab safety update will be added to website.
  • Annual review for Lab Safety Manual starts in March as it is a year old and will need some revisions.

Accident Reports
  • Custodial took out a bag of garbage and a nail was sticking out and punctured leg - employee refused treatment.
  • Autoclave machines were left on and stuff was pouring out in Pharmacy. Noticed a clear 5 gallon bucket that read extremely corrosive do not touch inside the autoclave room but warning labels were covered with equipment.
    ○ Seemed to be coming out of the water inlet of the machine.
    ○ Signs are in room to shut off autoclave machine when not in use.
    ○ Jackie Ruane advised Dr. Kibbe and sent him the accident report.
    ○ Bucket was half way full of liquid. Water was underneath it with equipment covered and the labels were hard to read. (possibly chromic acid - should be labeled as chromic acid)
    ○ If not used remove. Will investigate to see if needed.
    ○ If in an unlabeled container it must be used during that shift otherwise it must be removed.
    ○ May be a safety or compliance issue so we should remove and then have chemicals ordered as needed to clean items.
    ○ Jackie Ruane will send an email as a reminder to be reviewed. Chemical Hygiene Officer has some that can be used - 5 gallons is too much and should be discarded.
Other Business

- Subcommittee in Student Affairs to develop an approach for drivers training including student drivers. Came up in Biology and all of campus will be included.
  - Target is to develop a plan. Rick Noel has an online video and DVD for drivers training. Will present to Presidents Cabinet for approval and will be mandated on campus.
- Sudden and accident insurance is available. A question regarding transport of chemicals was brought up and there is nothing that Rick Noel is aware of that prohibits that practice.
  - Is signage needed?
  - John Pesta will check with Cocciardi