Chairperson: James Lennox

Date: 6/21/12  Time: 3:00 p.m.

Present:
Mr. John Pesta, Mr. James Lennox, Ms. Jackie Ruane, Ms. Alicia Bond, Mr. Mitchell Adams, Ms. Maria Bianco, Ms. Silvia Elias, Ms. Michele Grushinski, Mr. Rick Noel, Mr. Bruce Phair, Mr. Robert Taylor

Absent:
Dr. Reynold Verret, Dr. Brian Whitman, Dr. Marleen Troy, Ms. Dana Manning, Ms. Camille Kaschak, Ms. Julie McMonagle, Mr. James Weaver, Mr. John Voitek, Mr. Gerald Rebo, Ms. Diane O’Brien

Previous Meeting Minutes for 5/17/12:
The May meeting minutes were approved with motions by John Pesta and Mitch Adams.

Lab Safety Policy Agreement:
- Julie and Brian are trying to come up with a Safety Policy Agreement - acknowledgement form in Provost and Dean approval stage. Hoping to discuss further at next meeting when Julie/Brian can attend.
- Issues with students not wearing proper lab safety garments. Some departments don’t require as extensive policies. Each student signs papers before labs with a notice of lab requirements.
- Does this boil down to instructor's not communicating and what can the committee do to resolve the issue? Should there be a standard for all labs - goggles, no open toed shoes and no shorts/skirts (pants required). Personal safety issue. It is covered in the policies/plans but it has to be imposed by the lab managers.
  - When audits are done, write violations if students are not dressed properly.
  - There is potential criminal prosecution if the University is guilty and the lab manager/professor may be held responsible if an incident occurs.
  - Will have another meeting with the Provost to discuss best way to see compliance.
- Another issue is after hours. The Chairs should discuss the SOP with the department in addition to the after-hours policy and safety signature requirement.
- What do we have in place for outreach program safety requirements? WEBS and Adventures in Science the students come here. Not sure if these students are around chemicals without realizing. There may be a liability and we should verify if a policy is in place.
- TCMC students are coming and may also be a liability. They will be doing research in the vivarium. Jackie advised they should go to HR.
- The Chair should be responsible to ensure rules/policies are being adhered to and there needs to be some way to hold them accountable.
- Good step is to do audits and spot checking
  - In Industry - Owner of lab was responsible and if audit failed it was grounds for not receiving a raise.
  - UCLA issue - if lab fails audit they will shut down the lab.
Safety responsibility will be needed in job responsibilities and reviews (build it into the job description and require parts of the performance review).
- Audits should be scheduled and issue citations if concerns are seen.

- Lab walk through results -
  - A few small items - large biohazard container that they did not get rid of.
  - Research labs are cluttered and not labeled properly.
  - Personal emails to chairs will be prepared with Dean copied with a list of the concerns noticed during the lab walk through.
  - In the fall more heavy audits will be completed. MSDS, SOP's and CHP's (chemical hygiene plan) will be reviewed.

**D2L Safety Training update:**

- Online training - go to website and there is a menu of courses, blood borne, hazmat, etc. BLR pathway comes up and you login. Policy is reviewed and requires electronic signature. Then you can proceed to the training and quiz. Reports can be pulled to see who completed what training when. There is a full safety training suite. There is no general lab safety training.
- United Educators provides a lab safety course for free either online or by disc. John P and Maria B reviewed and so far it looks good. Go to ue.org and enter wilkes.edu address and a password is sent. You will then be able to complete training at a convenient time.
- Flat fee annually for BLR training - may get consortium to buy package and distribute fees.
- Next meeting we can review training that is available - will have computer available to show everyone.

**Lab Safety Subcommittee update:**

- Cabinets: bought some secondary storage units and a few cabinets. (blue bins)
- Refresh the cabinet list and send your requests to John.

**Project Update:**

- Officially get the lab safety manual approved
- Add new dates from OSHA for labeling requirements. Dec 2013 is the first milestone. Hazmat communication has to be changed.
- Aside from the OSHA requirements - there are no other changes to the lab safety manual.
- Manufacturers of chemicals, etc need to comply by June 2015.

**Accident Reports:**

- Staff member twisted ankle at baccalaureate and went to ER for treatment.
- Student was walking through Passan Hall after hours and informed Public Safety that they injured their finger and didn’t know how, when or where. Not sure if finger was broken.
HR - Instructor got whiplash off campus while at Leahey Amusement Park for Wilkes. This is a workman’s compensation claim. Possibly subrogate against park for claim.

**Other Business:**

- Do we need to look at new building design and start integrating ideas into the setup?
  - Will need to meet and discuss once building is handed over to us
  - Ventilation containment - are they sectioned out?
    - If you had a chemical spill in lab you have to immediately shut off entire ventilation system if not sectioned out.
    - John believes the plans are designed to handle - zoning is available.