Wilkes University
Environmental Health and Safety Committee
Record of Minutes

Chairperson: James Lennox

Date: 3/15/12  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. Julie McMonagle, Mr. John Voitek, Ms. Silvia Elias, Mr. Robert Taylor, Mr. James Weaver

Absent:
Dr. Reynold Verret, Dr. Brian Whitman, Mr. Gerald Rebo, Dr. Marleen Troy, Ms. Dana Manning, Ms. Michele Grushinski, Ms. Diane O’Brien, Ms. Camille Kaschak

Previous Meeting Minutes for 2/16/12:
The February meeting minutes were approved.

Construction:
- Near the basement of 101 there is a back exit that will be blocked off due to construction. John Pesta met with city adjusters and they advised we do not need to do anything as there are exits nearby.

Lab Safety Subcommittee update:
- Safety manual updates/language will be reviewed and approved by Provost. A list was added but everything else had minor language changes.
- After hour policy should be a departmental policy
  ○ Jackie is going to write an SOP for her department based on some information she found online. Possibly go by a buddy system and only allow grad students not undergrad. If they don’t have a buddy they must notify public safety of where they are, what their intentions are and when they plan on leaving. Currently A&P lab can only come back if they have a person with them.
  ○ Should we make this university wide policy?
    ▪ Like the buddy system idea - doesn’t have to be someone from the department.
    ▪ Possibly add a definition of what a buddy means and what they are expected to do. Previous experience a buddy would leave the room during the lab.
    ▪ Research labs and teaching labs - should there be 2 different SOP's
    ▪ Possible push back as some seniors are working summer hours on their project and may not have a buddy on campus.
    ▪ Biology has a policy that requires a faculty member to be there. Once the last faculty member leaves they are required to lock the labs.
- General SOP for lab then each department can make their own after hour SOP.
- Some students are propping doors to go eat while working after hours and then labs are open for anyone to get in.
- Engineering doesn’t have a policy in place at this time.
- Biology doesn’t have a policy but is working on one.
- Possibly have some money to spend on cabinets but 1 is required for theater to hold the paints.
- Can call fisher to see which cabinet would work best for each purpose.
- Biology and pharmacy are looking for cabinets. Jackie and Sylvia each need one.
- Secondary containers are needed - the blue ones.

**Project Update:**
- Blood borne pathogen training is on track.
  - Will demonstrate the bio hazard kits at the training.
  - There is a new list of people who are required to complete training. Went from 500 to approximately 90 people.
- Website - Marlene had training with Chris and will work on lab safety.
- Bid for the relocation of the South Main St crosswalk has been sent.

**Accident Reports:**
- Near miss accident that can be prevented - the tiles in the machine shops are getting bad and a student caught his shoe on a tile, tripped and pulled up the tile up.
  - Facilities will look at it to see if there is something they can do to make the surface safer.
  - Can the tiles be removed and not place anything down?
    - Since this is a lab and teaching facility with perspective students coming through, the floor should be presentable.
  - Possibly add some non slip areas or an epoxy coating to make the floor nicer.
- Follow up on the container in the pharmacy lab.
  - More labels added - Dr Kibbe talked with Jim Lennox and an MSDS sheet was attached to the bucket.
- If not sure what something is, call public safety to find obtain more information.
- Shrub by green house is ok now but it will grow and become obtrusive. A work order was placed. This may be removed in the spring.

**Other Business:**
- Lab audits to start in April.
  - Notify now and advise that they will start in April.
- MSDS access folders are high and may not be accessible to handicap students/employees. Possibly be a place to mount them where ADA compliance is maintained as well as the first aid kits.
- List of chemicals needed by Maria - Title 2 was due by March 1st. Maria has a list of chemicals that need to be reported. She will send around to fill in the amounts that each lab has. Please complete and return as soon as possible.
- Chemical Hygiene plan was sent for review. So far no changes have been suggested.