Chairperson: __James Lennox_______________

Date: 5/17/12  Time: 3 p.m

Present:
Mr. John Pesta, Ms. Maria Bianco, Ms. Camille Kaschak, Ms. Jackie Ruane,
Dr. Marleen Troy, Mr. Gerald Rebo, Ms. Julie McMonagle, Ms. Sylvia Elias

Absent:
Mr. James Lennox, Dr. Brian Whitman, Dr. Reynold Verret, Ms. Dana Manning,
Ms. Diane O’Brien, Mr. Jim Weaver Ms. Michele Grushinski, Mr. Robert Taylor,
Mr. Mitchell Adams, Mr. John Voitek, Mr. Bruce Phair, Mr. Rick Noel, Ms. Alicia Bond

Minutes:
Jackie Ruane questioned one of the accident reports: Two students walking through breezeway
spraying chemicals and got some in eyes.

What were the students spraying? It was clarified by John Pesta that contractors were spraying
chemicals in the breezeway when the students were walking by & some got in the students’ eyes.
It was non-toxic and the students were fine.
The May minutes were then approved with motions by Jackie Ruane and Camille Kaschak.

DL2 Safety training Update:
Update was given by John Pesta that the finished revisions for the policy should be set for the
Fall semester.
There’s still a question on how to handle background checks. Fee is $25 per person.

Lab safety subcommittee update:
Lab checks are scheduled for the last week in May by Maria Bianco & Jim Lennox.

Project Update:
Sylvia Elias had a concern about the duplication of SOP’s.
Sylvia, Jackie and Julie will need to communicate with each other concerning the SOP’s
to avoid duplication of the document.
SOP’s should be organized by department, division and lab or Dr. Marlene Troy can have a
template which can be downloaded and modified to fit each department.
The SOP should be signed off by Dept. Chair or PI.
Review Accident Reports:

1 accident-
Staff person fell on flower petals on the front steps of Conyngham Hall.
She reported incident to HR but didn’t seek any medical treatment.

Other Business:

There will be RA training in August along with fire extinguisher training.

Sylvia asked about 1st Aid training for students who are in the field. John Pesta said to check with Health Services. Also Sylvia requested 1st Aid kits for vehicles and John Pesta will provide them.

Julie McMonagle & Dr. Marlene Troy informed the committee that one of their students had constructed a recycling symbol sign and asked if it could be placed in the SUB.
John Pesta advised them to contact Melissa Howells.