Wilkes University
Environmental Health and Safety Committee
Record of Minutes

Chairperson: James Lennox

Date: 10/18/12  Time: 3:00 p.m.

Present:
Mr. James Lennox, Ms. Alicia Bond, Mr. Mitchell Adams, Mr. Rick Noel, Mr. Bruce Phair, Ms. Julie McMonagle, Mr. John Pesta, Ms. Maria Bianco, Ms. Silvia Elias, Ms. Michele Grushinski, Ms. Dana Manning, Dr. Terese Wignot, Ms. Jackie Ruane, Mr. Gerald Rebo

Special Guest:
Ms. Lori Drozdis

Absent:
Dr. Brian Whitman, Mr. James Weaver, Mr. John Voitek, Ms. Diane O’Brien, Dr. Marleen Troy, Ms. Camille Kaschak, Mr. Robert Taylor

Previous Meeting Minutes for 9/20/12:
The September meeting minutes were approved with motions by Jerry Rebo and John Pesta.

Evacuation Plan Project:
- Lori Drozdis attended the meeting to discuss a mock disaster plan - flood, fire, etc.
  - Asking for help and advice from the safety committee.
  - Needed as part of curriculum to meet new essentials.
  - Emergency action plan needs to be finalized. Possibly bring in Cocciardi and use university employees to do a mock disaster. Spring 2013 (11-1 on a Tuesday or Thursday would be best as students have club time).
  - If Cocciardi comes in it would be an all day event and would include the city, fire department, etc.
  - Some planning has to start now as the approvals need to be completed and be coordinated with Cocciardi to make sure everything is accurately planned.
  - Rick Noel will check with Department of Education and Homeland security to see if there is any grant money that may be available for complying.
  - Check with the fire chief as he may be able to help.
  - Next steps - confirm with Cocciardi and then communicate with nursing to get things set up.
  - May want the County to assist with mock disaster - Nursing may contact them to see if they can assist. It does not need to be institute sponsored as long as nursing is involved.
Emergency preparedness:

- USAC was interested in information regarding fire drills, emergency action plans, defibrillator locations as well as who is trained in CPR. They are not sure if this committee is responsible for making sure the information is available to all faculty, staff and students.
- May want to invite a member of USAC to sit on the committee.
- Defibrillators (9 on campus) - locations listed on public safety website.
- Public Safety and Resident Assistants are certified on defibrillators and CPR.
- Anyone interested may contact the Red Cross for certification, one component is online another is in person. The nursing department may help with the in person requirement if time allows.
- The committee thought it would be a good idea to publish information on how to become certified for those who may be interested.
- Nursing department is required to be certified in CPR and defibrillators.
- There may be 5 min training video that can be sent out and watched to see how they are used and state where they are located on campus.
- Some concerned that field workers may need to be trained.
- Is there a field safety manual? A Standard Operating Procedure (SOP) is available but no information on how to handle deer ticks and murky water, etc. Only basic information related to check in and checkout is included in SOP.
- Nursing will send information on how to become certified in CPR to Biology and Engineering as they have a lot of people in field.
- Fire Drill - dorms are done twice a year as required.
- Emergency Action Plan - gathering places are listed.
- An idea was suggested to laminate information and post on locations and the portal as well as Today at Wilkes.
- May want to include information in the syllabi on where to find evacuation plans, etc.
- Is it in the student handbook? Residence halls may be but not sure about other campus buildings.
- Academic buildings should be included in handbook
- General use labs are included but it does not instruct where the gathering place is once you vacate the building.
- Location maps needed in each building and should be zoned out - OSHA may require in all buildings.
- Maps should include a backup plan if first plan is the location of the fire.
- Test Fire Drills – post which week the fire drill will be held and notify handicap or essential personnel of actual test fire drill date/time.
- National fire prevention week may be a good time to have fire drills.
- Emergency action plan not available on portal at this point.

Online safety training:

- Close to entering agreement with BLR for online safety training program.
- Will take effort to implement but can start using as soon as we get access to it.
• Record keeping is held within BLR system and administrators can go in and see that the course was taken by whom, certificates are provided, etc.
• Shift supervisor for night shift can do a power point or video with an instructor and just keep attendance and have them take paper quiz. This should constitute training needed for OSHA.

Lab Safety Subcommittee:
• A copy of the safety inspection checklist (taken place next month) for review at subcommittee.
• Employees were notified at staff meeting the inspections were going to take place.
• Chemical hygiene plan available on the website.
• How many areas have SOP's - some areas need to complete as they are deficient.
• SOP's should be detailed - insert manual information.
• During inspections - as long as you can show the department is in progress the inspection should pass.
• Everyone makes a list of equipment that is used and have SOP's available for each piece of equipment in all labs.
• Prioritize - most important first and then work way down (instrument used the most).
• May use work study students to help write the SOP's and have the faculty review and modify.
• SOP's are very important and need to be completed.
• After initial inspection and review of overall status, deadlines for completion of deficient areas will be set and relayed to all departments.
• Labs will be shut down if they are severely out of compliance and nothing is done to improve.

Incident report:
• Injury incident report sent by HR should address everybody including students.
• Where was the injury, what part of the body should be included.
• If something is more serious in the lab and the student is then sent to Health Services, who is responsible for completing the incident report? If 911 called, the University is still required to complete a report.
• Definitely require student signatures - will add that line and will distribute to committee members to post in labs and will include on portal.
• If employee, HR still needs an additional form - if a work study or RA it falls under HR otherwise they can complete the incident report form. Volunteers may be covered under Workmans compensation depending on duties.
• The form will be added to the safety website, documents library.

Accident Reports:
• Female student - hair singed with bunsen burner and no major injuries.
• Broke a piece of glass in lab (male student) and was fine
Safety Questions came up and need to be addressed each time. These should be covered in new incident report template.

- What action was taken to prevent in future?
- Were there recommendations to students to tie hair back, etc?
- Was the student trained - yes they received training before lab and was addressed.
- Supervisor needs to make sure students are properly attired.
- Add to accident report that supervisor spoke to student or employee to be more careful.
- Action taken should be documented on reports.
- New reports will include that documentation.
- Was faculty in the lab when the accident occurred as the faculty could be liable?
- Teacher assistant wrote the report.
- Need corrective actions included on report and include all information of who was present.
- Lab managers or supervisors need to send students away if they are not in proper attire
- Chairs in departments need to address faculty who are not making sure students are in compliance. Policy and safety issues need to be addressed and will go up chain of command if a real issue. If safety policy is not being followed it is University policy and they are breaking policy.

Other Business:

- Training needed for this committee – will send times around to see when most people are available.