Wilkes University
Environmental Health and Safety Committee
Record of Minutes

Chairperson: James Lennox

Date: 9/20/12  Time: 3:00 p.m.

Present:
Mr. James Lennox, Ms. Alicia Bond, Mr. Mitchell Adams, Mr. Rick Noel, Mr. Bruce Phair, Ms. Julie McMonagle, Dr. Marleen Troy, Ms. Camille Kaschak, Mr. John Pesta, Ms. Maria Bianco, Ms. Silvia Elias, Ms. Michele Grushinski, Mr. Robert Taylor, Dr. Terese Wignot

Absent:
Dr. Brian Whitman, Ms. Dana Manning, Mr. James Weaver, Mr. John Voitek, Ms. Diane O’Brien, Ms. Jackie Ruane, Mr. Gerald Rebo

Previous Meeting Minutes for 8/16/12:
The August meeting minutes were approved with motions by Michele Grushinski and Bruce Phair.

Interim Provost, Dr. Terese Wignot was introduced to the group.

Online Safety Training Program:
- The BLR training information was passed around. Sample of the General Safety Library they offer. Looks comprehensive and covers a great deal of training Wilkes needs.
- NEPEC (Consortium) was provided with the information and may go out to bid if all schools are interested in this product.
- Approximately 500 employees/student trainees needed per year.
- Next step is to determine how many tests are needed
  - 120 driver’s tests needed for this year.
  - Some people may need more than 1 training per year.
- Pricing based on library chosen.
- May be able to have 1 person access database and train a group of people to lower the number of licenses required.
  - Tracking may be needed which will require paper tests and own spreadsheet.

Other Business:
- Walkway next to SUB – will go to cabinet for discussion but would help to have an estimate. An estimate will be obtained and provided to Interim Provost.
- The Work Plan was shared with Interim Provost.
- Bathroom door assists installed for handicap students access. New building will be ADA compliant. Most buildings updated for ADA compliance on campus.
- Slopes in front of Stark have river rock that fall often spills out onto sidewalk. Possible trip hazard, may want to mulch the small area.
- The sidewalk in front of the new building is being damaged by the tree and may need repairs. Will be addressed once the building is complete.

**Lab Safety Subcommittee updates:**
- After hours stark policy:
  - What times are the doors locked?
  - Where are the cameras located in the building?
- An updated list of Adjuncts is needed in order to make sure they are informed of all lab safety, policy updates, etc.

**Accident Reporting Template:**
- Review department accident reports and align with public safety report template.
- May want to use the same report HR uses to be consistent.
- Chemistry uses a new form and will send to public safety to make sure it captures enough information. If so, it will be sent to committee for review.

**Emergency Evacuation Plans:**
- This year the baccalaureate requirements for nursing students are to create a disaster plan. Students want to work with the committee to develop emergency evacuation plan.
- The students need mock-evacuations with triage victims, etc.
- Committee agreed to allow students to attend next meeting as they will need guidance from the committee but will also be using an outside agency.

**Bio Hazard Plan:**
- Situation arose with student who uses catheter throwing it in normal trash. The catheter was placed back into original packaging before placed in trash.
- Concerns with hazard issue but determined it is homecare health and method used allows to be placed in normal trash as no blood present.
- Possibly roll Blood borne Pathogen into Bio Hazard plan and vise versa.
- Another concern is with diabetic needles – they are classified as bio hazards/sharps.
- Committee agreed signage needed to advise where such items may be discarded, especially in Cafeteria.
- General information may be needed in student handbook, if not already included.
- Committee decided it would be a good idea to ask other schools how they handle these issues. An email will be sent on UCIC to request information from other schools.
- Possibly work with Residence Life on how to distribute the information to students. Also, review student handbook to see if issue is addressed.
- Will check with health services to see if they are aware of policy or concerns. OSHA does not require but may be an ADA issue.
**Accident Reports:**
- Employee fell tripped on sidewalk and sustained serious damage to face and teeth. Small fracture in nose. Employee was wearing open toed shoes. Sidewalk was reviewed and does not appear to need repairs.
- Student worker lifting boxes over several days in IT area moved paper and twisted resulting in a hernia. Student is recovering and returning to work.
- Employee was walking and turned around to return to office caught knee on edge of desk and fell. Possible strain to back and a bruised knee.
  - There was no lack of space, employee advised they didn’t realize how close they were to the desk.
- RA was playing kickball while on duty and fractured ankle. RA’s are covered under workman’s compensation.
- Currently RA’s go through training but may need to add training since they are covered under workman’s compensation when required as scope of employment.
- Brings up possible concerns with employees who work from home.
- Insurance companies may not have required training other than typical sexual harassment, etc.

**New Business:**
- Committee was concerned with how often fire extinguishers are checked. Once a year someone checks each extinguisher.
- DDD has an extinguisher missing – public safety has an extra and will replace immediately.