Wilkes University
Environmental Health and Safety Committee
February 7, 2013 (Make up meeting for 12/2012) Meeting Minutes

Chairperson: James Lennox

Meeting attendees: Mitchell Adams, Michele Brushinski, Richard Noal, Jim Lennox, Maria Bianco, Marleen Troy

BLR Online Training Implementation

The attendees discussed approach for implementing the web-based BLR safety training product.

The following items were discussed:

- Identify a central administrator who will be responsible for initial system setup, assigning training to employees, and record keeping and administration of the BLR system.
- After initial setup, begin using the product to deliver training for employees that have already been classified to receive mandatory training, such as Bloodborne Pathogen training.
- Perform a committee review of available courses to decide which courses will be available for employee delivery.
- Identify employees by job description to determine training requirements.
- Build an annual matrix of job descriptions and associated training courses as a basis for assigning training to employees on a set schedule.
- Begin assigning training to existing employees and new hires based on the matrix.
- Provide follow-up and reporting on status of assigned training.

Jim Lennox will begin drafting a project plan for review at the next EHSC meeting.

Accident Reports: None were discussed. Hold for February meeting.

Other Business:
- Richard Noel suggested we document a schedule for campus safety inspections in accordance with PA labor requirements.