Wilkes University
Environmental Health and Safety Committee
April 11, 2013 Meeting Minutes

Chairperson: Jim Lennox

Meeting Attendees: Jim Lennox, Julie McMonagle, John Pesta, Richard Noel, Jackie Ruane, Alicia Bond, Bruce Phar, Gerald Rebo, Michelle Grushinski, Marleen Troy, John Voitek, Justin Kraynack

Meeting Absentees: Dana Manning, Robert Taylor, Diane Obrien, Silvia Elias, Maria Bianco, Mitch Adams, Therese Wignot, Jim Weaver

Jim Lennox opened the meeting at 3:10 pm and asked for a motion to approve the March 14, 2013 meeting minutes. Gerald made a motion to approve the minutes. Alicia second. Yes-12, Ney -0

The following items were discussed.
The committee welcomed Justin Kraynack as its newest member

Online Training Update:

- 2 have taken the training so far.
- The blood borne pathogen training is going well.
- There were some troubles accessing emails. Jim and Michelle are working with Nadine from IT and Diane Obrien from nursing.
- As long as managers are informed Jim is optimistic it will go well.
- Jim has looked into a lab safety training course at the library. He will send it out to lab managers to test out.
- Maria is taking care of hazard communication training and chemical labeling (SDS). Hazard communication training should go to every employee. We could use banner for this. We will also have to send a global campus email as well.
**Campus Safety Inspections:**

- John and Jim will put together a sheet with all the buildings that have been inspected.
- Jim is awaiting an update from Julie on the Breiseth inspection sheet.
- Bruce will complete a walkthrough of Darte.
- If you inspect a building please let Jim and John know.
- The UCOM still needs to be done.
- Keep an eye out for any slip, trip and falls on campus. Jim will generate the report for UCIC

**Lab Safety Subcommittee Update:**

- The safety sub-committee feels there is more of a need for awareness regarding the safety committee.
- The committee discussed making a campus awareness announcement.
- It should be made at the beginning of each semester to remind the campus. This could be done by Today at Wilkes.
- We could also have a “tip of the month” regarding safety. For example we could send out one on personal safety while walking on campus especially at night. Another one might be microwave safety. There are public safety brochures. We could also put an article in the Beacon. We could contact public relations.
- Michelle also suggested a refresher training awareness course.
- Marlene, Michelle and Julie will work on this.
- Jim also spoke to Therese about policies and when they get approved by cabinet. There should be an employee policy manual on file for all these approved policies. For example, parking, fundraising and academic policy manuals are usually kept in an H.R. department.
- Justin, Michelle, John and Jim- How should we generate a policy manual and where is the central repository of it going to be kept?

**Accident Reports:**

- One accident to report, a finger burn.
Other Business:

- The committee was wondering on the Nursing Departments' emergency drill with Lori Drozdis. Nothing more was ever brought to our committee.

- The committee could still conduct a tabletop drill. Dr. Gilmour had some meetings on an emergency response team and nothing more was ever heard of it.

- Michelle stated fire codes must be done twice a year.

Gerald Rebo made a motion to adjourn the meeting. Bruce seconded the motion. Yes-12, Ney-0.

Meeting Adjourned: 4:10