Wilkes University
Environmental Health and Safety Committee
June 13, 2013 Meeting Minutes

Chairperson: Jim Lennox

Meeting Attendees: Jim Lennox, John Pesta, Richard Noel, Jackie Ruane, Bruce Phar, Justin Kraynack, Silvia Elias, Mitch Adams, Maria Bianco, Terese Wignot, Marleen Troy, Jim Weaver, John Voitek

Meeting Absentees: Robert Taylor, Diane Obrien, Alicia Bond, Michelle Grushinski, Dana Manning, Camille Kaschak, Gerald Rebo, Julie McMonagle

Jim Lennox opened the meeting at 3:05 pm and asked for a motion to approve the May 9, 2013 meeting minutes. John made a motion to approve the minutes. Jackie second. Yes-12, Ney -0

The following items were discussed.

Policies: After Hours and Safety Policy

- Justin commented that H.R. will not be responsible for the enforcement of these policies. The enforcement of these policies should come from the Deans, Chairs and the Provost. The question is where should policies be kept? We could post them under Environmental Health and Safety, security and the provost page.

- There should be a template page with a current date and a review date.

- Justin will let us know who will be sending out the policies via Today at Wilkes.
**Science Building Move:**
- Lab ventilation—there is an EMS system and alarm if any hood malfunctions.
- Safety Kit Installation—are racks going to be transferred from the old to the new building or will new ones be ordered? Any safety stickers should be put on windows of the doors. Emergency contact stickers could be put near phones.
- Work orders should be put in for the binder racks to be installed.
- Cover sheets will have to be changed.
- Maria and her crew will be responsible for moving chemicals. The movers won’t move chemicals.

**Lab Safety Subcommittee Update:**
- The committee feels some new members should be recruited. We would like to have someone from the housekeeping staff on the committee.

**Campus Awareness Committee:**
- We should start implementing the “Tip of the Month.” Jim sent one to Michelle.
- The committee should start meeting.
- Today at Wilkes should be used for these.
- We could also have a tip of the month relating to what the EHS Committee does.
- A brochure on the Safety Committee should be made and be available.

**Other Business:**
- Biological Safety Handbook—Maria brought this up and said there should be a level one and level two.
- Harvard has one.
- Maria and Jim will attend the UCIC safety conference June 25th, 26th and 27th.
Campus Safety Inspections:
- Darte is completed. Some smaller buildings on campus still need to be done.

Accident Reports:
- The committee wasn’t sure if there were any to report this month. We will find out at the next meeting.

Jackie made a notion to adjourn the meeting. Richard seconded the motion. Yes-12, Ney- 0

Meeting Adjourned: 3:35