Wilkes University
Environmental Health and Safety Committee
March 14, 2013 Meeting Minutes

Chairperson: Jim Lennox

Meeting Attendees: Jim Lennox, Mitchell Adams, Julie McMonagle, John Pesta, Richard Noel, Jackie Ruane, James Weaver, Alicia Bond, Silvia Elias, Maria Bianco, Bruce Phair, Gerald Rebo, Marleen Troy, Diane Obrien

Meeting Absentees: Dana Manning, Terese Wignot, John Voitek, Camille Kaschak, Robert Taylor, Michele Grushinski

Jim Lennox opened the meeting at 3:05 pm and asked for a motion to approve the February 14, 2013 meeting minutes. The interim Provost’s name was spelled wrong. Jim added there are 500 users not certificates for online training. Jim will make corrections and send them to Marlene Troy. Gerald made a motion to approve the minutes. John second. Yes-14, Ney -0

The following items were discussed.

- **Online Training Update:**
  We discussed some important courses that need to be taken. Bloodborne pathogen (Diane), driver’s education (John), safety with lab managers (Maria). Jim will need a list of employees that need the training. We can possibly set up courses and send attachments to prospective employees that need the appropriate training. Lab Managers will have to take the test and possibly train others such as students. Or should individual lab owners train their own students. Maria said there are 16 parts to the test. By 2015 everyone must comply with the new standards. Lab Managers can take the test by December 2013. It is important that Faculty be trained also. Jim will speak to the Provost before the start of the fall semester. If Provost agrees it will be sent to the chairs.
• Julie brought up an issue about correspondence regarding safety. Lab Managers should be cc’d on items send to the Provost or Chairs.

• Marleen brought up the afterhours policy. Was it approved? Should we send it to the cabinet and put it on Wilkes Today, start out on a department level or should the Provost send an email? Silvia suggested an email to faculty coming in to do research. What is the right channel to get the word out about the new policy? Where do policies go that get approved? Jim will check with H.R and the Provost to find out if these policies are stored somewhere. We also need to get the word out there that the new Lab Studio Syllabus was approved and should be used now.

• Lab Managers should send Jim a list of employees in the department who would need the online safety training. After that Jim will send the email out. Diane and Jim will meet on the bloodborne pathogen training.

• John agreed to doing a test for drivers education and see how it will go. There will be a lot of employees in need of this training.

• Richard suggested going with United Educators. We will conduct a sample with BLR first.

• **Campus Safety Inspections:**
  John stated that residence halls are completed. John will send Jim a copy of the official inspection form. Jackie, Silvia and Julie will inspect Breiseth. Maria and Jim will do some also other buildings. John and Bruce will complete the Darte Center.

• Jackie spoke about the fire egress maps. There are none present in the Pharmacy labs. Silvia said she has them in Biology labs. They should be in all labs and hallways. Silvia asked if they should be inside or outside the lab rooms. John will resend the list of Stark. Julie asked about Fire Egress maps for classrooms. This is very important. Jim asked John if there is some type of action plan in place. Are there gatherings places in case of a fire? Does student life talk about this in freshman orientation?

• Richard asked if Jim reviewed the Labor and Industry Laws. John said this is done once a year. Richard stated that Kings has periodic inspections. John said we could check with the Labor and Industry website. John will also get a list of all the buildings that need to be inspected.
• Lab Safety inspections are completed once per year. Silvia said she does it more than once per year. Anytime an inspection is done documentation should be done. The subcommittee will also put a checklist together for the labs in Stark and discuss this at the next meeting. There should also be some documentation of improvements made to the campus.

• **Accident Reports:**
  There was one accident to report. Someone accidently stuck themselves with a needle. The new accident report form was sent by Adam Welch, Interim Director of Pharmacy Practice. The form worked out well. Do all know of the new form that was approved?
  
• Jim did not respond to the RCMD about slip, trip and fall hazards.

• **Other Business:**
  • John reported the uneven tiles in the SUB were addressed. The contractor came back. Some of the grout is cracked and repairs will be made.
  • There are some housekeeping issues on the campus. John said he is short staffed.
  • Alicia brought up the topic of employees bringing animals to work. Should there be a policy on this and is this a liability to the University?
  • The committee still needs to complete a tabletop emergency action plan drill. Richard will check with Clearly requirements. We can also check with Cocchardi Associates. The committee and Jim should follow-up with Lori Drozdis from nursing. We have not heard from her on the status of the drill and nursing requirements. John said there was a plan started when Dr. Gilmour was here. The campus is not ready for an actual mock up drill. There is a lot of work to coordinate this.

Mitch Adams made the motion to adjourn the meeting. Gerald Rebo seconded the motion. Yes-14, Ney-0. Motion passed.

Meeting Adjourned: 4:20 pm