Wilkes University
Environmental Health and Safety Committee
May 9, 2013 Meeting Minutes

Chairperson: Jim Lennox

Meeting Attendees: Jim Lennox, Julie McMonagle, John Pesta, Richard Noel, Jackie Ruane, Bruce Phar, Gerald Rebo, Justin Kraynack, Dana Manning, Silvia Elias, Mitch Adams, Camille Kaschak, Maria Bianco, Terese Wignot

Meeting Absentees: Robert Taylor, Diane Obrien, Alicia Bond, Jim Weaver, Michelle Grushinski, Marleen Troy

Jim Lennox opened the meeting at 3:05 pm and asked for a motion to approve the April 11, 2013 meeting minutes. There were 2 minor changes. Gerald made a motion to approve the minutes. Jackie second. Yes-14, Ney -0

The following items were discussed.

Bedford Safety and Security Issues in General

- Bedford Hall- the Dean wants to stay with the buddy system. Students should never work alone. Jim has an upcoming meeting with the Dean to enforce some rules for the newly designed building.
- Jim and Justin will implement a more concrete policy.
- They will also work on the SOP for the afterhour’s policy.
- What are the consequences if a policy is enforced and not followed?
- We might have to implement a read and understood statement and if an SOP is broken this will be a violation and consequences will follow.
• The need for courtesy calls to public safety after 10 pm will need to be done.
• We still feel strongly about the “Safety Tip of the Month.”

**Online Training Update:**
• Blood borne pathogen training is going well. There were 107 requests sent out. 80 have completed training. Jim pulled a report from BCR with information.
• Jim is working on an online safety protocol. There has to be a procedure. When he has this complete he will send a draft to the committee. We need to have a report generated for certain types of training. We need a check list.
• Maria spoke about the GHS/lab safety training. This is the Global Harmonization System. Faculty will need to be trained. Students can be trained in groups and will need to be trained by a supervisor. Please send Jim a list of who needs this type of safety training.
• We will also need a system to train adjuncts.
• Jim and John are working with banner for new employees as well.
• They are working on drivers training as well. There will be an announcement soon! Richard commented on United Educators since there will be so many needing this training.

**Safety Inspections:**
• Darte is still not completed. Richard commented on the report to Labor and industry. Richard said building inspections should be completed quarterly.

**Lab Safety Subcommittee Update:**
• The committee feels strongly about making the After Hours SOP more of a policy than an SOP.
• Jim feels we need a system for implementing University policies. We need a repository. Jim and Justin will be thinking about this.
Campus Safety Awareness Committee:

- Julie, Marlene and Michelle are on the “Tip of the Month” committee.
- If you have any ideas for a tip of the month send them to this committee.
- For example Jackie commented that the nicer weather is here and a tip of the month could be no shorts or open toed shoes or sandals in the labs.

Other Business:

- The need for proper PPE. Maria and Jim are concerned as well as the entire committee. The committee also must implement rules for the new building as well.
- There is concern for lab occupancy. It is based upon square feet/per student.
- There are a number of growing students in engineering.

Accident Reports:

- One accident to report- someone was dissecting a pig and got a minor abrasion.

John made a notion to adjourn the meeting. Bruce seconded the motion. Yes-14, Ney- 0

Meeting Adjourned: 4:10