Wilkes University
Environmental Health and Safety Committee
March 13, 2014 Meeting Minutes

Meeting Attendees: Justin Kraynack, John Pesta, Rocco DiPietro (Cocciardi), Mike Baltrusaitis (Cocciardi), Mitch Adams, Gerald Rebo, Marleen Troy, John Voitek, Bruce Phair, Michelle Grushinski, Maria Bianco, Vicki Mayk, Elizabeth Swantek, Mark Allen, Bill Miller

Meeting Absentees: Jimmy Weaver, Robert Shertza

Justin Kraynack introduced Rocco DiPietro and Mike Baltrusaitis from Cocciardi and Associates. Cocciardi will assume the management of EH&S initiative at Wilkes beginning in February 2014. The reason for this change is to ensure the University's compliance.

Rocco introduced himself and Mike and each gave a brief background of their experiences in EH&S and described some of the tasks they perform for other local colleges and universities.

Rocco described their plan for the next several months:

- March-May will consist of an assessment of existing programs, introduction to departments and an overall review of safety initiatives on campus.
- June-May will consist of implanting new plans and updating existing programs. Providing any necessary training and organizing records.

Other services that will be provided by Cocciardi include:

- Directing Workplace Safety Committee activities, such as holding meetings, performing accident investigations and implementation of corrective measures;
- campus-wide safety inspections;
- Development of safety programs (including Facilities programs for electrical, confined space, hearing conservation, etc.);
- Science chemical hygiene, radiation, laser safety;
- University wide programs such as hazard communications, fire safety and emergency action;
- Pre-construction hazardous materials investigations;
• Compliance assistance with storage tank permits, workplace safety committee accreditation, and science/research committee compliance.

**Accident Reports**

• There were none to report.

Meeting Adjourned: 4:03 p.m