Chairperson: Jim Lennox

Meeting Attendees: Jim Lennox, Mitchell Adams, Julie McMonagle, John Pesta, Michele Grushinski, Richard Noel, Jackie Ruane, James Weaver, Alicia Bond, Silvia Elias, Maria Bianco, Bruce Phar, Terese Wignot,

Meeting Absentees: Dana Manning, Gerald Rebo, Marleen Troy, John Voitek, Diane Obrien, Camille Kaschak, Robert Taylor

Jim Lennox opened the meeting at 3:00 pm and asked for a motion to approve the January 17, 2013 meeting minutes. Michelle Grushinski had her name spelled wrong. Jim will correct this. Jackie Ruane made the motion to approve. Michele Grushinski second. Yes – 13, Ney – 0. Motion passed.

The following items were discussed.

- It is official that Jackie Ruane will be taking meeting minutes.

- Status of Lab/Safety Audits:
  Jim was pleased with the overall results of the audits. Engineering is making progress with their findings. Along with the laboratories, Art Studio, Theater, and Visual/Performing Arts walkthroughs were also completed. The results were also good. There will be a work order submitted for the Art Studio in Bedford Hall to cover the sharp edges of the metal hoods. The committee will also look at MSDS sheets in the pottery room to determine what the exposure limits are.
Online Training Project Plan (BLR):
The Committee met on February 7, 2013. The committee members are John Pesta, Jim Lennox, Maria Bianco, Richard Noel, and Marleen Troy. John will contact Lee Plank for a representative from facilities. Michelle has spoken with Nadine regarding banner and BLR training. Jim wouldn’t mind having a banner report to see who is in need of training. Currently there is no contract but there is a renewal fee. They allow 500 users. John is concerned about using BLR for driver education training. He thinks the 500 certificates would be used up quickly. Richard commented that United Education offers drivers education training in a group setting. After the training they will have to take a computerized test. Jim suggested we do a single use BLR course for driver’s education training. But, overall the online training project (scope) draft plan is in place and moving ahead.

Campus Safety Inspections:
John commented on the PA Labor and Industry completing audits. Kings College has these audits. There should be a plan in place for Wilkes University. The building inspections need to be completed. Jim suggested a formal inspection calendar be generated. It would ensure inspections are being completed on time and who would be assigned to complete these inspections. This should be high on the priority list. Also we should add Clint’s training from RCMD to this calendar. John will send Jim the application for certification.

Accident Reports:
The committee is happy to report there were no accident reports this month. John reported that the United College Insurance Consortium wants a slip, trip and fall report.

Other Business:
Michelle commented on safety regarding fire protection, evacuation routes and fire egress maps. Some of this is in the lab studio sign in sheets. We need to have a formal fire evacuation plan in place. John said there is one in place for the University. He will send forward one to committee members.

Jim commented that Cathy Link will be assisting Jim with the SLC building move to the new science center. Jim may consider inviting her to our meetings.
• Maria was ensured that everyone got the email to update their own chemical hygiene manual. She updated the committee on the chemical hygiene plan changes. There will be a new label system implemented. January 1, 2015 they will be called SDS instead of MSDS.

• The committee commented on a past meeting with Lori Drozdis from the Nursing Department regarding her interest in the formal Emergency Action Plan Drill. The committee will follow up with Lori Drozdis to get a status. Richard commented that Cleary and OSHA has certain requirements to follow. Cleary and Cocchardi may perform tabletop drills. A formal letter to the cabinet should be drawn up. Each department should have their own emergency action plan. John will send the committee the current University action plan.

• Alicia commented on light switch locations in all buildings. Who should be the last to turn these off in case of an emergency.

• Julie commented on the new tile in the SUB. In the sun you could see that some tiles are not level. She suggested that someone should inspect the tile.

John Pesta made the motion to adjourn the meeting. Maria Bianco seconded the motion. Yes-13, Ney-0. Motion passed. Meeting adjourned at 4:10.