Wilkes University
Environmental Health and Safety Committee
July 11, 2013 Meeting Minutes

Chairperson: Jim Lennox

Meeting Attendees: Maria Bianco, Jim Lennox, Julie McMonagle, Richard Noel, John Pesta, Robert Taylor, Marleen Troy, John Voitek

Meeting Absentees: Mitch Adams, Alicia Bond, Silvia Elias, Michelle Grushinski, Camille Kaschak, Justin Kraynack, Dana Manning, Gerald Rebo, Terese Wignot, Jim Weaver

Jim Lennox opened the meeting at 3:05 pm and asked for a motion to approve the June 13, 2013 meeting minutes. John made a motion to approve the minutes. Julie seconded. Yes-8, Ney-0

The following items were discussed:

- Policies – approval status
  - Update provided by Jim - Justin spoke with Chip:
    - EHS Committee can approve EHS policies – no need for cabinet approval
    - Publish them on the Provost’s web page

- New science building move – do we have a form for contractors if there is an injury?
  - Background – Technician from Moyer Instruments that came on campus to service balances has filed a worker’s comp claim
    - Issue – claim by technician of fall upon entering SLC and subsequent back injury
    - Did not notify any Wilkes personnel of fall – successfully completed work assignment at Wilkes
    - Claim without merit?
  - Future will consider asking for a waiver of subrogation for any future work by Moyer Instruments on campus
  - Need to review language of POs for future contracts to cover similar items / issues regarding contractor/vendors getting injured on Wilkes campus while performing contracted tasks
• **Safety conference report from Jim and Maria:**
  o Negligent entrustment – Fleet policy
    ▪ For consideration – preparation of policies for all drivers of university vehicles
    ▪ Need to consider requiring that all vehicle issues must be reported for all drivers involved in an accident
    ▪ Recommend that students driving a van > 15 passengers have training
      • John noted that biggest risk has been from students
      • Jim will follow-up with Justin
  o Campus safety inspections
    ▪ Do not have to be performed by members of the EHS committee
    ▪ Dickinson College – uses handheld “industrial strength” tablet for questions
      • Tablet has program that queries for questions / items to address during inspection
      • ~ $8000/yr for service
  o Bio-safety committee for NIH grants
    ▪ Noted that Dr. Pidcock and Dr. Terzhagi have one in place

• **Lab safety subcommittee update**
  ▪ None submitted

• **Emergency Action Plan for the vivarium mandated by the USDA**
  o Draft has been reviewed by Pharmacy School
  o Also working on a Flood Action Plan

• **Campus awareness subcommittee status**
  o Need to follow-up with Michele
  o Potential web posting items available

• **Accident Reports**
  o None discussed

• **Other Business**
  o New employees – need checklist for necessary training
    ▪ Need to consider preparation of template for new-hires
      • Checklist prepared by employees’ supervisor for training as needed
      • John asked how will it be tracked?
      • HR currently tracks and records other training requirements, possible to also track and record safety training?
• Currently not capturing new hires’ safety training
• Loyola University has an effective matrix – Wilkes need something similar for new hires’ training requirements
  ▪ Need to follow-up with Justin regarding compliance training requirements
  ▪ Compliance issues between HR and safety requirements?
  ▪ Current BLR as central repository?
  ▪ Who will track employee info?

Meeting adjourned at 4:00 PM