### Wilkes University Safety Committee

**Meeting:** August 2015  
**Date:** 8/26/15  
**Time:** 1:00  
**Location:** Marts Hall

### Attendance:
- ✗ Mitch Adams  
- ✗ Thomas Dunsmuir  
- ☐ William Miller  
- ☐ Elizabeth Swantek  
- ☐ Jim Weaver  
- ✗ Charles Cary  
- ✗ Maria Bianco  
- ✗ Marleen Troy  
- ✗ Justin Kraynack (Chair)  
- ☐ Kathy Malcom  
- ✗ Mark Allen  
- ☐ Chris Jagoee  
- ➤ Vicki Mayk  
- ➤ Bruce Phair  
- ☐ John Voitek  
- ☐ Bob Shertza  
- ✗ Mike Baltrusaitis (Advisor)

### I. Call to Order

### II. Quorum Count/Roll Call
Quorum met

### III. Review/Approval of Minutes
Approved

### IV. Standing Items

<table>
<thead>
<tr>
<th>No.</th>
<th>Topic</th>
<th>Discussion</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Safety Training - Monthly Update</td>
<td>Residence Life Training currently underway this week (Bloodborne Pathogen, Fire Safety, Emergency Preparedness, First Aid/CPR/AED). Facilities training ongoing (first session 8/13/15). Certain departments will be offered online training programs. <strong>ITEM CLOSED.</strong></td>
<td>Justin</td>
</tr>
<tr>
<td>2.</td>
<td>Regulated Waste Management Plan</td>
<td>Plan still under review.</td>
<td>Mike</td>
</tr>
<tr>
<td>3.</td>
<td>Art/Studio Safety Program</td>
<td>Cocciardi will meet with Art Department faculty and staff to develop program in September.</td>
<td>Mike</td>
</tr>
<tr>
<td>4.</td>
<td>Hazard Communications Program</td>
<td>Plan still under review. Mike to set meetings with affected departments (Facilities, Art, etc.).</td>
<td>Mike</td>
</tr>
<tr>
<td>5.</td>
<td>Box Packing and Lifting</td>
<td>A Fact Sheet was generated for distribution to the campus community. Also, Cocciardi developed a Tool Box Talk Training Session for Facilities. <strong>ITEM CLOSED.</strong></td>
<td>Mike, Kathy</td>
</tr>
<tr>
<td>6.</td>
<td>Gateway Construction Project</td>
<td>Charles was not at the meeting for an update on the project status.</td>
<td>Charles</td>
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V. New Business

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<tbody>
<tr>
<td>1.</td>
<td>Passan Hall Safety Inspection</td>
<td>Jimmy was not in attendance at the meeting, but it is believed the emergency lights identified as broken during last month’s inspection were repaired.</td>
<td>Jimmy</td>
</tr>
<tr>
<td>2.</td>
<td>Bat Removal</td>
<td>Cocciardi provided alternative options for bat removal from campus buildings, including using an outside contractor, sealing up ports of entry, ultrasonic devices, etc. Facilities employees will be informed of the hazards. ITEM CLOSED.</td>
<td>Chris, Charles</td>
</tr>
<tr>
<td>3.</td>
<td>Annual Training</td>
<td>Annual training will be held during the September meeting.</td>
<td>Mike.</td>
</tr>
</tbody>
</table>

VI. Accident Review Two (2) accidents were reported, accident investigation reports were pending at the time of the meeting.

VII. Adjourn

VIII. Monthly Safety Inspection