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>Lab Safety Subcommittee Report</td>
<td>Compliance inspections will start the week of 1/26/15. Justin and Mike completed a draft policy/plan for the weekly inspections of lab equipment (eyewash, shower stations, etc.). Draft was distributed for committee review.</td>
<td>Mike</td>
</tr>
<tr>
<td>2.</td>
<td>Carbon Monoxide Alarms</td>
<td>PA Bill has not been passed yet. Once passed, Wilkes will have 18 months to bring residence halls into compliance.</td>
<td>Mike</td>
</tr>
<tr>
<td>3.</td>
<td>EHS Program Update</td>
<td>A list of EHS programs to be reviewed for 2015 will be developed.</td>
<td>Justin</td>
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V. New Business

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<tbody>
<tr>
<td>1.</td>
<td>New Committee Member</td>
<td>The director of Facilities Management was voted on as a replacement for John Pesta.</td>
<td>Justin</td>
</tr>
</tbody>
</table>
| 2.  | Committee Goals for 2015             | 1. Add outside of buildings to monthly inspections  
2. Invite committee members to Light Walk  
3. Suggestion boxes or anonymous reporting  
4. Improve SDS Program  
5. Free Training Programs for departments (For example, first aid/CPR training during Health Week) | Committee  |
| 3.  | Tabletop Exercise                    | Scheduled for 1/27/15 at 1:30 PM. Mike will report on the outcome of the exercise at the February meeting. | Mike      |
| 4.  | OSHA 300 Log                         | Kathy discussed the results of the 2014 OSHA Injury Log. The log will be posted in HR.                | Kathy     |

VI. Accident Review

No employee accidents. Two falls total since last meeting, 1 involving a student (knee gave out) and 1 involving a contract employee (ice issue that was immediately addressed).

VII. Adjourn

VIII. Monthly Safety Inspection

The monthly inspection was completed at the UCOM Building. Issues included:

- Unsecure electrical panels*
- Blocked electrical panel in Gambini Café**
- Locked door in RAC may be confused as an emergency exit (recommend “Not an Exit” posting)*
- Emergency door blocked by athletic equipment in RAC***

*Facilities will be notified  
**Chartwell’s will be notified  
***Athletics will be notified