



Wilkes University Safety Committee

Meeting: January 2018

Date: 1/18/2018 **Time:** 3:00PM **Location:** RM Facilities Conference Room

Attendance:

- | | | |
|---|---|--|
| <input type="checkbox"/> Mitch Adams | <input checked="" type="checkbox"/> Maria Bianco | <input type="checkbox"/> Chris Jagoe |
| <input checked="" type="checkbox"/> Thomas Dunsmuir | <input checked="" type="checkbox"/> Marleen Troy | <input checked="" type="checkbox"/> Charles Cary |
| <input type="checkbox"/> Joshua Savitski | <input checked="" type="checkbox"/> Justin Kraynack (Chair) | <input checked="" type="checkbox"/> Jim Weaver |
| <input type="checkbox"/> Debbie Schiebler | <input checked="" type="checkbox"/> Kathy Malcom | <input checked="" type="checkbox"/> Ryan Bowers (Advisor) |
| <input type="checkbox"/> Mark Allen | <input checked="" type="checkbox"/> Phil Miller | <input checked="" type="checkbox"/> <i>Mike Baltrusaitis (Advisor)</i> |

- I. **Call to Order**
- II. **Quorum Count/Roll Call** Quorum met
- III. **Review/Approval of Minutes** Approved
- IV. **Standing Items**

No.	Topic	Discussion	Presenter
1.	Building Emergency Evacuation Plans	Finalizing templates to be used. Will start with Residence Hall locations.	C. Cary J. Kraynack
2.	Cohn Science Center Loading Dock	Installing new protections (bollards) next summer.	C. Cary
3.	Eye Wash Station	Designate a laboratory manager or designee to perform. Submit to Dean for approval.	J. Kraynack
4.	Slip, Trip and Fall Announcement	Finalizing list for snow removal on public property on campus.	J.Kraynack.

V. New Business

No.	Topic	Discussion	Presenter
1	Parking Garage	Safety concerns with flow inside during Open House events. Ideas stop signs, stop light when gate is open, road markers for travel and placing bike storage racks to prevent unwanted traffic flow.	C. Cary

2	Laboratory Inspection Review	Theatre department inspection completed. Concerns were reported on ventilation in wood shop. An assessment is being completed with recommendations.	R. Bowers
3	Machine SOP	Will develop shop equipment SOP forms and provide examples for the committee at the next meeting.	R. Bowers

VI. Accident Review

Slip Trip and Fall incident at UCOM parking lot. An employee cut their hand on the ice as they were exiting their vehicle.

An employee fell on ice at the Passen Parking Lot. Roof drains created an icy surface and drains at this parking lot need to be review.

Slip trip and fall incident at Pottery studio parking lot. An employee was entering in the building and slipped on an icy surface.

Accident Discussion

Snow and Ice removal program-email so cars are parked in covered parking spots.

VII. Adjourn

VIII. Monthly Safety Inspection