



**Wilkes University Safety Committee**

**Meeting:** February 2018

**Date:** 2/15/2018

**Time:** 3:00PM

**Location:** RM Facilities Conference Room

**Attendance:**

- X Mitch Adams
- X Thomas Dunsmuir
- X Joshua Savitski
- Debbie Schieber
- X Jim Weaver
- X Maria Bianco
- X Marleen Troy
- X Justin Kraynack (Chair)
- X Kathy Malcom
- X Chris Jagoe
- X Charles Cary
- X Mike Baltrusaitis (Advisor)
- X Ryan Bowers (Advisor)

**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.	<b>Building Emergency Evacuation Plans</b>	Finalizing templates. Will Start at Residence Halls in March.	<b>M. Baltrusaitis</b>
2.	<b>Cohn Science Center Loading Dock</b>	ITEM CLOSED.	<b>C. Cary</b>
3.	<b>Eye Wash Station</b>	Sent to Dean for approval.	<b>J. Kraynack</b>
4.	<b>Slip, Trip and Fall Announcement</b>	ITEM CLOSED. Posters Completed.	<b>C. Cary</b>
5.	<b>Parking Garage</b>	ITEM CLOSED. Garage Door Replaced. Signage is Ordered.	<b>C. Cary</b>



6.	<b>Laboratory Inspection Review</b>	Scheduled inspections for Art and Chemistry. Both Departments will be completed in March.	<b>R. Bowers</b>
7	<b>Machine SOP</b>	General SOP Completed. Restart Equipment protection sop for Power Outage is recommended.	<b>R. Bowers</b>

**I. New Business**

No.	Topic	Discussion	Presenter
1.	<b>Dust Exposure Assessment</b>	Completed assessment to determine dust exposure when preparing glazes. The exposure assessment was below OSHA Regulations. Item Closed	<b>R. Bowers</b>
2.	<b>IAQ Assessment Breiseth Hall</b>	Completed Assessment to determine potential Indoor Air Quality concerns. Item Closed	<b>R. Bowers</b>
3	<b>Active Shooter Training</b>	Completed training classes for Faculty and Staff. Will be scheduling additional follow up classes for Faculty and Staff.	<b>C. Jagoe</b>

**II. Accident Review**

- The sidewalk by Breiseth Hall was raised and caused an employee to fall. The sidewalk is elevated. Corrective action: the sidewalk was painted and is slated for replacement this summer.
- An employee fell on the last step at Stark Learning Center.
- A Facilities employee was removing metal wrapping from a package and cut their hand. The employee was not wearing any PPE. An investigation was performed to determine corrective actions.
- A student fell on a icy sidewalk by West Ross. Student's knee was twisted.