



Wilkes University Safety Committee

Meeting: May 2018

Date: 5/10/2018

Time: 3:00PM **Location:** RM Facilities Conference Room

Attendance:

- | | | |
|--|---|--|
| <input checked="" 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 checked="" type="checkbox"/> Joshua Savitski | <input checked="" type="checkbox"/> Justin Kraynack (Chair) | <input checked="" type="checkbox"/> Jim Weaver |
| <input checked="" type="checkbox"/> Debbie Schiebler | <input checked="" type="checkbox"/> Kathy Malcom | <input 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	Re-evaluated templates and decided to add in new floor plans being developed by Borton Lawson. Will continue to evaluate other buildings.	C. Cary / J. Kraynack
2.	Machine Safety (SOP)	Ryan presented a document for "Power Failure Response Plan" to the committee. Committee will review.	Ryan B.
3.	Eye Wash Station	Designate a laboratory manager or designee to perform. Submit to Dean for approval.	J. Kraynack
4.	AED Recall	The list of University owned AED's was reviewed against the list of recalls. Most units are affected by the recall and will be scheduled for replacement in the next budget cycle. This recall is voluntary and does not affect the operation of the existing units. ITEM CLOSED	J.Kraynack.
5.	Pedestrian Safety	A "Pedestrian Safety Tips" document was created by Ryan and reviewed by the committee. The committee approved the document. ITEM CLOSED	Ryan B.

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.

VII. Adjourn

VIII. Monthly Safety Inspection