



Wilkes University Safety Committee

Meeting: July 2018

Date: 7/19/18 **Time:** 3:00PM **Location:** RM Facilities Conference Room

Attendance:

- | | | |
|---|---|--|
| <input type="checkbox"/> Mitch Adams | <input type="checkbox"/> Maria Bianco | <input type="checkbox"/> Chris Jagoe |
| <input checked="" type="checkbox"/> Thomas Dunsmuir | <input 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 type="checkbox"/> Debbie Schiebler | <input checked="" type="checkbox"/> Kathy Malcom | <input checked="" type="checkbox"/> Rocco DiPietro (Advisor) |
| <input checked="" type="checkbox"/> Jim Weaver | | <input checked="" type="checkbox"/> Joe Desmarteau (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.	Building Evacuation Plans	The maps are ongoing and being developed through a 3 rd party. As these are verified by Wilkes representatives, they will be released and Cocciardi will utilize for the Evacuation Plans. First set of verified drawings are expected in the next month.	Justin/Charlie
2.	Eye Wash Stations	The plan was sent to the Dean for review of the policy. This is currently being held until further discussions can occur; however, eye wash stations are being inspected monthly by Facilities.	Justin
3.	Laboratory Inspection	All inspections are completed. Item Closed	Ryan
4.	Machine Safety (SOP)	SOPs are completed for a number of machines in Theater (Tom Rupp). This item can be closed.	Ryan
5.	Safety Committee Bylaws	A review of the Bylaws was conducted, and recommendations proffered. Changes will be incorporated into future meetings.	Rocco
6.	Latex	This item was closed	Mike

7.	Service Animals	The current policy is resting with the President's Cabinet for review. No further action can be taken at this time.	Justin
8.	Power Failure SOP	This SOP have been received and this item will be closed.	Charlie
9.	Life Safety Reviews	Reviews have been completed and actions/corrective actions addressed. This item will be closed.	Charlie
10.	Personal Evacuation Plans	Individual plans will be developed based on needs. A format has been established and approved. These will commence in the fall as students return.	Rocco/Justin

V. New Business

No.	Topic	Discussion	Presenter
1.	Resident Hall Safety Inspections	Inspections were completed for all Resident Halls, including Towers, between July and August. A report is forthcoming identifying 50+ findings over 12 buildings.	Ryan
2.	Passan Hall Sidewalk	A trip hazard has been identified in the area of Passen hall. Facilities is aware of the issue, the area has been marked, and it is scheduled for repair next week ((July 23, 2018)	Charlie

VI. Accident Review

Accidents to report

- Employee incidents. None received.
- Student incidents: x2 incidents.
 - Laceration of thumb in Chemistry Department. Related to broken flask/glassware. There was confusion regarding transportation of the students. Corrective Action is for further emphasis on treatment/transportation rules during upcoming orientation.
 - During the first orientation a student fell off the steps in the area of Public Safety. Injury to ankle/knees.

VII. Adjourn

VIII. Monthly Safety Inspection

