



Wilkes University Safety Committee

Meeting: August 2018

Date: 8/16/18 **Time:** 3:00PM **Location:** RM Facilities Conference Room

Attendance:

- Mitch Adams
- Thomas Dunsmuir
- Joshua Savitski
- Debbie Schiebler
- Jim Weaver
- Phil Miller

- Tom Rupp
- Marleen Troy
- Jackie Ruane
- Kathy Malcom
- Joe Desmarteau (Chair)
- Robert Shertza

Non-Voting

- Chris Jagoe (Ex Officio)*
- Charles Cary (Ex Officio)*
- Justin Kraynack (Emeritus)*
- Rocco DiPietro (Advisor)*

I. Call to Order & Introductions The new Chairman introduced himself and the Committee. The Committee is being revised to both meet the PA Department of Labor and Industry standards by introducing new members and establishing term limits and to better represent the entire institution. See the Bylaws discussion below for additional information.

II. Quorum Count/Roll Call Quorum met 11/12 members present

III. Review/Approval of Minutes Approved

IV. Future Meetings The Chair sought the opinion of the membership to establish a recurring meeting time/day that would result in the greatest participation. Rocco stressed the importance of only having trained members attend. It was agreed that the standing meeting time and day would be the 3rd Thursday of each month at 3:00PM. Location would continue to be the Facilities Conference Room until further notice.

V. Review of Mission The Chair reviewed the revised mission from the Bylaws and the new Policy Statement. Important changes from previous mission is the committee is examining broader issues than just workplace incidents/accidents. All risks and exposures to anyone in the campus community (and while they are off campus) are a part of the committee's mission and scope. Term limits were also established to ensure both institutional knowledge is retained, while bringing in new ideas and people.

We are also investigating the inclusion of other safety/health related committees and workgroups fitting under the Safety Committee; umbrella. Potential interface with groups such as:

- Laboratory/Science Safety Workgroup
- Safe Schools Coalition
- Studio Arts Safety Committee

VI. Accident Investigations

Two employee injuries and one student accident were reviewed with the group that occurred in July.

1. Public Safety Officer slipped outside of Catlin Hall during a rainy day while conducting rounds. The employee stopped the fall by grabbing a handrail and in the process had a slight injury (laceration) to their hand. Corrective actions discussed included making sure vegetation on sidewalks are clear.
2. An employee fell on an uneven sidewalk near Passan Hall. The same level fall resulted in contusions/scrapes to hands and knees. No lost time or modified duty. This is a known issue and has been temporarily marked (cones/paint), until a permanent fix can be made. This fix is scheduled for next week but has been postponed previously due to heavy rains.
ACTION – Joe Desmarteau will follow-up with the vendor to ensure this area is corrected.
3. Student was injured when she received a chemical burn to lower left forearm. A Public Safety Incident Report was filed, and the student treated at local clinic, but there is no Accident Report on file. Much key information is missing from the report. Corrective actions involve improving the accident reporting process (see below).
4. A fourth injury was briefly discussed but no reports are yet available. The accident involved an employee who drove a UTV into the exit door at the Public Safety Garage. There were minor injuries and the door is damaged. This is a recurring issue which will be discussed in greater detail once the report is filed.
ACTION – Rocco DiPietro to review the current Accident Reporting process and provide recommendations at the next meeting for improvements.

VII. Hazard Detection

One of the main focuses of the Committee to detect hazards and/or coordinate inspections. Inspection are being conducted across the institution from a variety of sources (insurance, fire, facilities, etc.). In addition to these regularly occurring inspections, Cocciardi conducts safety inspections of a variety of locations and processes. Most recently in Residents halls prior to students returning. These will be shared with the Committee as they occur. Also, while at the meeting three hazards were raised:

1. Jackie reported that there is a concern that this is no safety shower located in the Room 341. The group assessed this and suggested one be installed in Room 341.
ACTION – Joe will review with the department representatives and determine if there is an existing shower that can be repurposed to this area and what facilities connections are necessary.
2. Marleen reported that due to air flow issues with the HVAC, Bunsen burners in the Microbiology Lab (Room 325), particularly the first set of benches, are difficult to manage, and flames are hard to control.
ACTION – Joe will review the area and Cocciardi will investigate.

3. Tom reported that the dust collection system installed in the Dart Center (wood shop) is not working effectively. It is undetermined at this time if this is a design issue or if the equipment is malfunctioning.

ACTION – Joe will have facilities investigate and Cocciardi will conduct some testing in the area to make a better determination of the issue (this may have been previously reviewed).

VIII. Monthly Training

Rocco presented the group a list of topics he would like to train the Committee on each month. The 5 to 10 minute training is designed to increase the knowledge of the group in various safety areas and to improve understanding of hazards and compliance requirements. The group was asked to review the topic list and provide any feedback on topics, dates, or content.

IX. Old Business

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. Debbie stressed that as these plans are developed, language considerations should be made to include Spanish instructions.	Charlie
2.	Service and Emotional Support Animals	The current policy is resting with the President's Cabinet for review. No further action can be taken at this time. - COMPLETE	Justin
3.	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

X. Adjourn