



Wilkes University Safety Committee

Meeting: September 2018

Date: 09/20/18 **Time:** 3:00PM **Location:** RM Facilities Conference Room

Attendance:

- | | | |
|--|--|---|
| <input type="checkbox"/> Mitch Adams | <input type="checkbox"/> Tom Rupp | Non-Voting |
| <input checked="" type="checkbox"/> Thomas Dunsmuir | <input checked="" type="checkbox"/> Marleen Troy | <input type="checkbox"/> <i>Chris Jagoe (Ex Officio)</i> |
| <input type="checkbox"/> Joshua Savitski | <input checked="" type="checkbox"/> Jackie Ruane | <input type="checkbox"/> <i>Charles Cary (Ex Officio)</i> |
| <input checked="" type="checkbox"/> Debbie Schiebler/
Raymond D. FeDora | <input checked="" type="checkbox"/> Kathy Malcom | <input type="checkbox"/> <i>Justin Kraynack (Emeritus)</i> |
| <input checked="" type="checkbox"/> Jim Weaver | <input checked="" type="checkbox"/> Joe Desmarteau (Chair) | <input checked="" type="checkbox"/> <i>Rocco DiPietro (Advisor)</i> |
| <input type="checkbox"/> Phil Miller | <input checked="" type="checkbox"/> Robert Shertza | |

- I. **Quorum Count/Roll Call** Quorum met 8/12 members present

- II. **Review/Approval of Minutes** Approved

- III. **Accident Investigations** The Committee reviewed three recent workplace accidents. Reports were summarized by Kathy Malcom for employee injuries and Rocco DiPietro for student/visitor incidents.
 - 1. Employee driving Kubota (UTV) hit the automatic garage door in Public Safety. The door was reported as being repaired and employee remains working.
 - 2. Facilities employee sweeping steps slipped and twisted ankle. She was on modified duty for 12 days.
 - 3. Facilities employee moving furniture and desk in Roth Hall dropped the desk and injured soft tissue. Employee was on modified duty for 31 days.
 - 4. Parent lacerated finger on his vehicle trunk lid in front of Evans Hall.
 - 5. Parent fell on sidewalk outside of Evans Hall scrapping both knees.

- IV. **Hazard Detection** Due to annual training, nothing new was noted.

- V. **Annual Certification Training** The annual training as required per PA DOLI regulations was conducted. Mr. Rocco DiPietro, CSP provided the training which covered the following topics:
 - Safety Committee Operations
 - Hazard Detection and Inspections
 - Accident Investigation

- VI. **Old Business** Due to annual training Old Business items carried over till the October meeting. Below are the current status of each open item.
 - 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).

4. Personal Evacuation Plans will be developed for those individuals with limited/functional needs. A format has been established and approved.

ACTION – Cocciardi will coordinate with Justin to identify individuals in need of such plans and each will be completed based on the agreed upon format.

5. Service and Emotional Support Animals Policy.

ACTION - The current policy is resting with the President's Cabinet for review. No further action can be taken at this time.

6. Building Evacuation Plans The maps are ongoing and being developed through a 3rd 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.

VII. Adjourn