



Wilkes University Safety Committee

Meeting: October 2018

Date: 10/18/18

Time: 3:00PM

Location: RM Facilities Conference Room

Attendance:

- Mitch Adams
- Thomas Dunsmuir
- ~~Joshua Savitski~~
- ~~Debbie Scheibler~~
Raymond D. FeDora
- 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. **Quorum Count/Roll Call** Quorum met 9/11 members present. It was noted that due to current work demands Joshua Savitski has resigned from the committee. The leadership will evaluate the replacement and provide guidance in the near future. Also, Ray FeDora will be replacing Debbie Scheibler as a permanent member of the committee. Raymond is trained and works in Residence Life, he presents the employer and Joshua the employee. Approved
- II. **Review/Approval of Minutes**
- III. **Accident Investigations** The Committee reviewed four recent workplace accidents. Reports were summarized by Kathy Malcom for employee injuries and Justin Kraynack for student/visitor incidents.
 1. 9/10/18 – Student cut finger at University Towers
 2. 9/10/18 – Student slip/fall walking upstairs in SLC
 3. 9/21/18 – Student lacerated thumb on a pipette in lab 347.
 4. 9/23/18 – Student received bump on her head in Waller Hall South.
 5. 9/14/18 – Employee fell near Karambelas Center and turned ankle, Sprain/strain treatment at the scene. Received physical therapy and was on modified duty for 16 days then returned to regular duty.
- IV. **Hazard Detection** Noted below under New Business
- V. **Annual Certification Training** A follow-up training session was held on October 18, 2018 for two members who could not attend the session in September. Newly trained are Phil Miller and Mitch Adams. 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. Monthly Safety Training Topic

Consistent with our annual plan, the monthly safety topic for October was Fire Safety. See attached handouts for specific information. All members are encouraged to share this information with their respective areas and constituents.

VII. New Business

1. Accident and Injury Reporting – The project to review the current process of accident investigations and reporting is ongoing. Meetings between Cocciardi, Safety Committee Representatives and Human Resources has identified some areas for improvement and potential solutions.
ACTION – Rocco developing a draft Accident Report and Investigation form will be provided along with a workflow of reporting for the committee to review. Some items of confidentially are presenting challenges to this process. Looking to possibly automate using DocuSign.

2. Fire Prevention and Safety Training – as a result of the monthly toolbox talk on fire safety, some members recommended that additional training and outreach occur.
ACTION – This was completed on November 1 and was well received. Over 30 students participated in the demonstrations of fire extinguisher use and it will be scheduled to be accomplished again in the spring semester. See link below for Instagram posting:
https://www.instagram.com/p/BpsHhyyHJ6A/?utm_source=ig_share_sheet&igshid=eed9040erbzx

VIII. Old Business

3. Laboratory Safety for Functional Needs – M. Troy asked the committee for an opinion in regard to the use of wheelchairs or other assistive devices within laboratories.
ACTION – Cocciardi has reviewed the current Chemical Hygiene Plan for the institution and has determined that the plan does not specifically address this issue, but does allow for specific procures to be detailed with safety requirements. Cocciardi will coordinate meeting with laboratory representatives and Disability Support Services (Katy Bednar Ext. 4233) in Conyngham to determine if any changes or modifications are necessary.
4. Service Animals in Laboratories – J. Kraynack asked the committee to review the current policies and procedures for the use of service animals within laboratories. As part of a potential accommodation for a student, he is asking if service animals within a laboratory during operation would create any hazards and if there are any regulations, rules, guidelines addressing this issue.
ACTION – Per Cocciardi’s research, there are minimal restrictions or concerns from a safety standpoint. If the lab is safe for humans, it will be safe for animals/dogs. It should be coordinated with the lab instruction personnel, but besides some egress issues and location of the dog within the lab, there isn’t any unique protocols

in place. I've also consulted with a veterinarian who expressed similar position (no abnormal safety concerns for the animal).

5. 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.
UPDATE – Joe reviewed the area and has determined that all appropriate infrastructure is in place to install the shower. Shower installation is complete and the action item is closed.
6. 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.
UPDATE – This was reviewed on Friday (11/2) with Joe and laboratory personnel (Aniello Tambasco). Air velocity measurements were recorded at the benchtops and average measurements were <50 FPM. Bunsen burners in all four corners were operated without issue. Upon discussion with lab personnel, the issue comes and goes. It will be further reviewed by Facilities to determine if there are any ways to further reduce air movements at the benchtops (it was noted that the lab already has a dual grid diffuser to minimize air flow), and lab staff were instructed to contact Facilities when the condition is experienced again.
7. 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 – Preliminary reviews and consultation by Facilities (J. Desmarteau) and Cocciardi (R. Bowers) indicated the system is in need of basic housekeeping and cleanout. Once the system has been cleaned by shop staff, measurements and mechanical reviews will be conducted.
8. Personal Evacuation Plans will be developed for those individuals with limited/functional needs. A format has been established and approved.
UPDATE – Cocciardi is scheduled to coordinate with Justin to identify individuals in need of such plans and each will be completed based on the agreed upon format.
9. 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.

UPDATE – the development of the plan is ongoing. Facilities reports that completion is near 25%. It is estimated that the project will be completed by March 29, 2019.

IX. Adjourn