



Wilkes University Safety Committee

Meeting: November 2018

Date: 11/15/18

Time: 3:00PM

Location: RM Facilities Conference Room

Attendance:

- Mitch Adams
- Thomas Dunsmuir
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- 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 10/11 members present.
- II. **Review/Approval of Minutes** Minutes from the October meeting were approved.
- III. **Accident Investigations** The Committee reviewed five recent workplace accidents. Reports were summarized by the Justin Kraynack for student/visitor incidents and Kathy Malcom for employee injuries.
 - 1. 10/10 – Student fell going up the stairs in the Henry Student Center. No reports of any damage or malfunction of the stairs.
 - 2. 10/13 - Student missed a step in Evan Hall no report of injury
 - 3. 10/26 – Former student fell out of a chair in the Henry Student center and incurred a minor hand injury.
 - 4. 10/26 – Student lacerated finger on piece of glass in Fortinsky Hall.
 - 5. 10/3 – Biology student in Cohen 219 suffered a laceration to a finger on a piece of broken glassware in a clogged sink. Injury of 10/3, written paperwork back to HR on 10/8. CORRECTIVE ACTION – Reviewed the lab safety policy including broken glassware policy/procedure with all labs/classes.
- IV. **Hazard Detection**
 - IT reported that in Bedford Hall 211 a classroom eyewash/shower issue. This was corrected within one day.
 - Ryan from Cocciardi reported a portable fire extinguisher issue in Karambelas Media Center. This was immediately corrected.
- V. **Monthly Safety Training Topic** Consistent with our annual plan, the monthly safety topic for November was Slips, trips, and Falls. A brief review was conducted and a handout provided.
- VI. **New Business**
 - 1. Due to the return of a student with severe latex allergies in the spring semester the group reviewed a number of areas to be discussed prior to her return, these included:
 - a. Signage and Posters

- b. Course exposures
 - c. Air handling modifications to labs
 - d. Residential accommodations
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 – Training is scheduled for December 14th, multiple sessions are being offered. Lockout Tagout training is being offered to facilities on December 19th.**
3. An issue has arisen with respect to the installation of feminine hygiene products in restrooms. Facilities has been requested to investigate the reinstallation of this equipment. This equipment was removed across the campus previously due to injuries related to the receptacles. Upon being presented with the request, the committee agreed that placement in public bathrooms (limited to one per building) would not cause an issue or increase risk significantly if properly installed. **ACTION – Charlie will investigate sources of the products and receptacles that may be placed.**

VII. Old Business

4. 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 – Kathy continues to investigate this matter and will provide an update at a future meeting.**
5. 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 – A review of the area has not yet been scheduled.**
6. 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 – This area remains on hold pending a clean-up of the area.**
7. Personal Evacuation Plans will be developed for those individuals with limited/functional needs. A format has been established and approved. **UPDATE – Cocciardi will meet with representatives from Disability Support Services and Human Resources to review the policy and process.**
8. 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 – No update was provided.

9. 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 – Cocciardi will reviewed the area with laboratory staff and faculty.

VIII. Adjourn