



Wilkes University Safety Committee

Meeting: December 2018

Date: 12/13/18

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 8/11 members present.
- II. **Review/Approval of Minutes** Minutes from the November meeting were not available for review, therefore were held until the January meeting for review/approval.
- III. **Accident Investigations** The Committee reviewed one recent workplace accidents. Report was summarized by the Justin Kraynack for student/visitor incident.
  - 1. Non-student scraped knee, no medical treatment  
No employee injuries were recorded for the month
- IV. **Hazard Detection** Noted below under New Business
- V. **Monthly Safety Training Topic** Consistent with our annual plan, the monthly safety topic for December was Electrical Safety. A brief review was conducted but handout material was not available. This will be provided during the January meeting.
- VI. **New Business**
  - 1. Due to the return of a student with severe latex allergies, the group recommended that posters reminding students and faculty of these concerns be re-issued. Posters and an announcement will be made prior to the start of the spring semester.
  - 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 14<sup>th</sup>, multiple session are being offered.**
- VII. **Old Business**
  - 3. The feminine hygiene receptacle project remains under development. Previous recommendations from the committee included providing receptacles in an area of low contact and constructed of a material which would minimize any injuries. **UPDATE – this project remains under review by Facilities to select a product and receptacle.**

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 reported that after further dialog and review of requirements, the project may move forward. Any online forms would not be able to included a date of Birth, otherwise the forms will resemble the current injury and accident report forms. Justin reported that Docu-sign will allow for the workflow to route the forms to the correct addressees.**
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 was conducted by Cocciardi and Joe Desmarteau and that a potential source of air disruption was discovered. A freezer unit will be relocated in an attempt to mitigate air flow issue.**
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 has met with representatives from Disability Support Services to review the policy and process. A subsequent review with Human Resources is scheduled to be conducted in early January.**
8. Building Evacuation Plans The maps are ongoing and being developed through a 3<sup>rd</sup> 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 – Plans are continuing to be developed. Towers and Dart Center are next to be completed. As drawings are completed they are uploaded to the server. A process still has to be developed to allow for access by Cocciardi to the drawings for use in the evacuation maps.**
9. 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 further review of the labs determined that they are all equipped to accommodate wheelchair students. Further examination is needed to determine if the areas need to be marked and labeled to prevent obstruction.**

10. 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 reviewed the area with laboratory staff and faculty. Any additional action as a result of the service animal is unnecessary and unwarranted.**

**VIII. Adjourn**