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Wilkes University Safety Committee

Meeting: January 2019

Date: 01/17/19 **Time:** 3:00PM **Location:** RM Facilities Conference Room

Attendance:

☐	Mitch Adams	☒	Tom Rupp		***Non-Voting***
☐	Thomas Dunsmuir	☒	Marleen Troy	☐	*Chris Jagoe (Ex Officio)*
☐		☒	Jackie Ruane	☐	*Charles Cary (Ex Officio)*
☒	Raymond D. FeDora	☒	Kathy Malcom	☒	*Justin Kraynack (Emeritus)*
☐	Jim Weaver	☒	Joe Desmarteau (Chair)	☒	*Rocco DiPietro (Advisor)*
☒	Phil Miller	☐	Robert Shertza		

I. Quorum Count/Roll Call

Quorum met 7/11 members present.

II. Review/Approval of Minutes

Minutes from the November and December meeting were presented for review. Both months of meeting minutes were unanimously approved.

III. Accident Investigations

The Committee reviewed one recent workplace accidents. Report was summarized by Kathy Malcom for the employee injury.

1. Employee in the Office of Civic Engagement/Student Development strained their back on 12/7/18. The employee reported lifting boxes at the loading dock in the Henry Student Center. No mailroom personnel were available. The employee did not lose time and was released form care. All documentation was received by HR by 12/12/18. Corrective action from the supervisor included retraining of the staff to make several attempts to secure lifting assistance from other departments.

No student/visitor injuries were recorded for the month

IV. Hazard Detection

1. Near miss injury was reported during a recent service trip to Uganda. Students/chaperones attended an HIV clinic and noted the potential to be exposed to airborne communicable diseases. PA DOH was contacted and post-exposure testing is underway for all involved.
2. Carpet in UCOMM was reported as a trip hazard outside of the first floor offices.
3. 32 West and emergency exit sign on the 2nd floor was reported as not illuminating nor were the emergency lights activated when tested.

V. Monthly Safety Training Topic

Consistent with our annual plan, the monthly safety topic for December was Lifting Safety and Ergonomics. A brief review was conducted and handout material was provided.

VI. New Business

1. As a result of the recent purchase of a box trailer, some faculty members expressed the need to have a drivers' safety

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course offered. Potentially 3 to 5 faculty members would be qualified to drive the trainer and are seeking a basic course to refresh them on operating principals and safety considerations.

VII. Old Business

2. 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.
UPDATE – after consideration, the department and the university have adjusted schedules to eliminate the need for the student to take classes in SLC or Cohen.

3. 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 was completed and well received. A follow-up class will be scheduled for February/March.

4. 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 –receptacles have been installed in first floor restrooms in most major academic buildings.

5. 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 – The online form is available for upload into Doc-u-sign. Justin will coordinate the installation and work with Rocco on the workflow process.

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 – After an initial corrective action which resolved the local issue and new report was filed indicating a more wide-spread ventilation issue within the lab. After some additional research and investigation it appears this may be related to ventilation velocities. Facilities are making the necessary adjustments and results coordinated with the lab staff.

7. Tom reported that the dust collection system installed in the Darte 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.

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ACTION – This area remains on hold pending a clean-up of the area.

8. 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 and Human Resources. With minor modifications to the policy, the program is near implementation. A recent meeting with Facilities to determine the appropriate categorization of the Areas of Refuge has resolved that issues as well. Plans will be constructed during February for Spring semester implementation.

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 – Interior plans are in place for almost all buildings. Facilities continue to work with the engineering firm to resolve some of the errors, but should be fully completed by the end of March

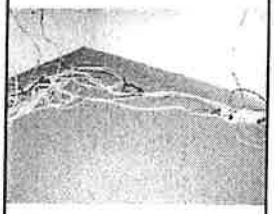
10. Laboratory Safety for Functional Needs – M. Troy asked the committee for an opinion in regard to the use of wheelchairs or other assistive devices within laboratories.
ACTION – Cocciardi further review of the labs determined that they are all equipped to accommodate wheelchair students. Further examination is needed to determine if the areas need to be marked and labeled to prevent obstruction.

11. 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.

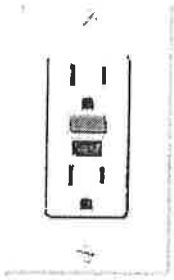
VIII. Adjourn

Toolbox Talk #1

BASIC ELECTRICAL



Never connect extension cords/power strips to each other.



GFCI– Should be installed in any location with a potential water hazard. (Either at the outlet or the circuit breaker)

Environmental Health, Safety & Emergency Management

With this toolbox talk we will shed light upon basic electrical safety geared towards non-electricians.

Extension cords/Power Strips

- Extension cords should not be used in place of permanent wiring.
- Ensure that cords are in proper working condition (the outer insulation should not be cracked/broken, the ground pin needs to be intact). Discard unsafe extension cords.
    - Only licensed electricians are authorized to replace plugs, or splice cords.
    - Extension cords need to be protected from motor vehicles, fork lifts, pallet jacks, heavy pedestrian traffic, etc.
- Power strips should not be permanently mounted to a wall or any other structure, even if the power strip has specific mounting fittings.
- Power strips or extension cords should not be connected to each other. Doing this can overload the circuit creating a potential fire hazard.

Circuit Overload Protection Devices:

These devices are designed to protect the wiring in a house/building and to prevent a potential fire.

- **Fuses**- Break the circuit when too much current is flowing through the circuit. A small conductor inside the fuse heats up and melts when it reaches a specific temperature.
- **Circuit Breakers**- As current increases in the circuit, an electromagnet inside the breaker generates increased magnetic force, eventually being great enough to pull the switch on the breaker from the "on" to the "off" position.

Ground Fault Circuit Interrupters

- GFCIs are designed to protect people from an electric shock.
- A GFCI works by detecting a current drop from the hot to the neutral wiring in a circuit. The GFCI detects energy that is escaping the circuit.
- GFCIs should be installed wherever a water hazard is present.
- You will commonly find GFCI plugs on hairdryers, wet vacs, etc.
- GFCIs can be at the breaker, the outlet, incorporated with the plug of the appliance/piece of equipment, or part of a short extension cord.

Other common Electrical Safety Issues

- Discard any piece of equipment that gives you even the slightest shock. If the resistance through your body is lowered i.e. standing in water or touching metal, even the slightest shock can be deadly.
- Never use electrical equipment in or around water.
- Junction boxes and electrical panels need to have proper covers in place to conceal all wiring.
- Hard wiring should not be exposed/accessible to non-electrical employees.

Weekly Safety Talk *Presenter Sheet*	**TOPIC:** Ergonomics and Back Safety
Goals: Provide knowledge of ergonomic injuries and prevent back injuries using the proper lifting technique.	
Objectives: (1) Know the meaning of Ergonomics (2) List potential ergonomic injuries that could occur. (3) Know the correct posture when performing certain tasks.	
What is Ergonomics?	**Ergonomics** Is the interaction between people and their (work) environment. It includes all aspects of a job such as physical stresses it places on: • Joints • Muscles • Nerves • Tendons • Bones It also includes environmental factors such as: • Hearing • Vision • General Comfort/Health Musculoskeletal disorders (MSDs) are the most common ergonomic injuries in the workplace. These disorders are caused by a number of physical stressors such as repetitive motion, awkward posture, tasks that include excessive force (lifting), and vibration.
Types of Ergonomics Injuries	**Carpal Tunnel Syndrome-** a condition in which the median nerve does not function properly. Occurs when there is too much pressure on the nerve as it runs through an opening of the wrist called the carpal tunnel. (caused by repetitive motion of the wrist or contact stress) **Epicondilytis (Tennis Elbow) -** frequent bending of the elbow performing repetitive activities such as pulling levers, reaching, or lifting. **Trigger Finger Syndrome-** a condition affecting the movement of the tendons in the trigger finger as they bend toward the palm of the hand. **Lower Back Injuries-** muscles affected from improper posture on the job or improper lifting of heavy objects. **Vibration-induced white finger (VWF)/Hand-arm vibration syndrome (HAVS)-** damage to smooth muscles, blood vessels and nerves in the hand. Blood flow to hand or fingers becomes significantly reduced which causes fingers and hands to turn white or loose feeling.
Prevention of Ergonomic Injuries	**Proper lifting technique-** using the proper lifting technique will reduce the number of ergonomic related back injuries. There is a series of steps one must follow in order to lift a load properly. 1. **Size up the load-** look to see if you can lift the load yourself or if you need to ask someone to help you. 2. **Widen your Base-** spread your feet about shoulder width apart to help support your stance when you lift 3. **Bend at the knees-** bending at the knees instead of at the waist will help reduce back strains 4. **Keep the load close-** keeping the load close to the core will put less strain on the forearms. 5. **Lift with knees-** Lifting with the knees will distribute the weight throughout the body 6. **Keep your back straight-** Keeping your back straight will allow the body to use your stomach muscles to help lift the load and reduce the chance of a back injury.

Toolbox Talk #13

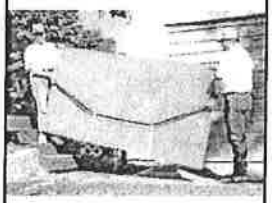
LIFTING SAFETY

Proper Lifting Technique Keep back straight and lift with the legs

Back injuries are one of the most common injuries found throughout the University and in industry. With this Toolbox Talk we will address proper lifting techniques, how to reduce the risk of a back injury and some other general safety tips.

Preparation:

- Ensure that you are wearing proper clothing and PPE
  - Steel toe shoes should always be worn when lifting heavy items
  - Gloves are also recommended when lifting certain objects
- Stretch before you attempt to lift a heavy object or at beginning of shift
- If possible, store materials at waist height to reduce the strain on your back
- Have materials delivered as close to final destination as possible
- Assess the object you are going to be lifting
  - Determine the weight of the object before lifting
  - Determine best place to grip the object
- Ensure that your travel path is free of slipping and tripping hazards
- Know your own lifting restrictions and capabilities



Use Resources- Ask for help from co-workers and use available mechanical aids

Get Help:

- Use carts, dollies, forklifts and hoists to move materials
- When lifting a load more than 50 lbs, get help from an other worker
- Use carrying tools with handles to carry odd-shaped loads

Proper Lifting Techniques:

- Have your feet spread about shoulders-width apart.
- Your feet should be close to the object.
- Get a firm grip on the object.
- Keep your back straight and elbows close to your body.
- Keeping your back straight and head up, straighten your legs to lift object
- At the same time tighten your stomach muscles to provide back support (Don't hold your breath while doing this)
- While carrying the object DO NOT twist or bend at the waist, move your feet and legs when turning.
- Keep the load as close to your body as possible
- To set the object down, use the same technique used to lift the object

Other Useful Safety Tips:

- Take your time! You are more likely to be injured when you are tired or cold
- Lift as smoothly as possible, try not to "jerk" the lift

Group Discussion Topics:

- Has anyone had a back injury? How could this have been prevented?
- Are there common objects which you find yourself lifting frequently? Do you have specific procedures for lifting these objects?
- Do you have access to material handling equipment? If no, can you obtain them?

Environmental Health, Safety & Emergency Management