



Wilkes University Safety Committee

Meeting: February 2019

Date: 02/21/19

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 January meeting were presented for review. The meeting minutes were unanimously approved.

III. Accident Investigations

The Committee reviewed a total of three accidents. A report was presented by Kathy Malcom for two employee injuries.

1. Employee in Public Safety was injured during a training session on the use of OC/Pepper spray. As part of the training, the employee was exposed to the agent on January 5th, after a few days off work, he was still experiencing symptoms and completed a report on January 9th. Subject matter experts on the Committee indicated that a reduced concentration agent is used during training and students are instructed on various ways to minimize the effects after exposure.
2. Employee in Facilities (electrician) struck his knee on a railing and suffered a contusion to the leg. No lost time or restrictions were incurred. No corrective action was provided.

One student/visitor injury was noted for the month.

1. Student reported to Public Safety that while exiting Fortinsky Hall using the main stairs, she missed the last few stairs and fell coming to rest on the 2nd floor landing. She was seen by the Public Safety Officer (PSO) and offered treatment. She self-transported to local medical clinic and reported back that she had not fractured anything, but rather incurred a sprain/strain to her ankle. Pictures from the scene and the report from the PSO indicted that there was no anomalies associated with the stairs and they were in good order.

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.



UPDATE – The faculty/chaperone was tested by PA DOH and all tests were negative for exposure. No information was available on status of student testing

2. Carpet in UCOMM was reported as a trip hazard outside of the first floor offices.

UPDATE – Reported by Facilities as corrected and fixed.

3. 32 West and emergency exit sign on the 2nd floor was reported as not illuminating nor were the emergency lights activated when tested.

UPDATE - Reported by Facilities that this specific light was corrected and fixed. Additionally, during the upcoming spring break, alarm systems, sprinklers, and emergency lighting will be inspected and tested by 3rd party vendors.

V. Monthly Safety Training Topic

Consistent with our annual plan, the monthly safety topic for February was Personal Protective Equipment. A brief review was conducted and handout material was provided.

VI. New Business

1. A hazard was reported near the SLC (River Street side) where apparently snow/ice melting is pooling on the sidewalk. This recently froze and created a slip hazard. Facilities is investigating and will provide an update.
2. As a result of the recent Toolbox Talk on electrical safety, Jackie requested Facilities review electrical outlets located within 6 feet of lab sinks. These were reviewed and these will be covered and sealed by Facilities to eliminate any electrical shock hazards.
3. Marleen Troy asked about the PA DOLI Hazardous Substance Survey Form. She was recently trained on this and questioned if Wilkes University needs to have this form completed. While the form is a requirement, because Wilkes University is a private sector employer and governed by the Occupational Health and Safety Administration (OSHA), much of the Right to know law is duplicative to OSHA's Hazard Communication Standard. Both the standard and the RTK law require Wilkes to have and make available Safety Data Sheets, labels, and training on chemical hazards. Cocciardi has initiated a review of the Hazard Communication Standard and program. Updates will be provided as the review is completed.

VII. Old Business

1. As a result of the recent purchase of a box trailer, some faculty members expressed the need to have a drivers safety 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.
UPDATE – Public Safety has multiple trainers available to offering this training. Contact Phil Miller to arrange for the sessions.

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 will be schedule for March 2019, most likely during Club Hours (1100-1300 hours) as Res Life can participate.
3. 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 is working with HR and Justin to arrange for the form to be electronically uploaded. A prototype form should be available by the next committee meeting for testing.
4. 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 – Due to the wide-spread issue now occurring, a review of the air flow velocities was conducted and a corrective action will be programed into the systems. Joe D. will reach out to the lab mangers to inform them of the solution.
5. 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.
6. Personal Evacuation Plans will be developed for those individuals with limited/functional needs. A format has been established and approved.
UPDATE – All arrangements and definitions have been resolved and draft plans will be completed prior to the next committee meeting.
7. 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 – Two buildings remain to be scanned. All buildings should be completed by March 31st at which time the evac map project will begin. It is expected that all evacuation maps will be installed by the start of the fall semester 2019.



8. 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 contacted Disability Support. There is no prohibition to placing markings on the designated handicap locations. These will be arranged through Facilities.

VIII. Adjourn