

**Wilkes University
Environmental Health and Safety Committee
Record of Minutes**

Chairperson: John Pesta

Date: 7/16/09 Time: _____

Present: Dr. Marlene Troy, Dr. Julie Olenak,

Mr. Thomas Messinger, Mr. Joseph Housenick, Ms. Silvia Elias,

Mr. James Weaver and Mr. John Pesta

Absent: Dr. Verret, Ms. Camille Kaschak

Previous Meeting Minutes from: _____ 6/4/09 reviewed.
(Date)

Minutes:

Minutes: Approved

Reviewed University activities that are required to receive Bloodborne Pathogen (BP) Training

Develop a BP information package for new hires

Biology and Chemistry need Chemical Storage Cabinets

Provide copy of the Safety Manual Draft for review by the committee

Action Items Completed:

Completed BP training for the Public Safety, Facilities and Custodial staff on 8/7/09

Scheduled fire extinguisher training for Public Safety and Facilities on 8/24/09

Provided Hepatitis B vaccine information to the staff that received training on 8/7/09

Invited Diane O'Brien to be a member of the committee and she accepted

Provided copy of the draft Safety Manual to the committee members

Selected ten buildings for inspection

Old Business:

Action items carried forward:

Identify source for BP training

Development of BP exposure plan

Updating of Laboratory Manuals

Continue discussion regarding Material Safety Data Sheets (MSDS)

New Business:

Agenda items:

Select building inspection team

Building Inspection Reports:

Inspection schedule is pending. Buildings selected for inspection are; Capin, Chase,
Ceramics studio, Conyngham, Hollenbach, Kirby, Max Roth, Passan Weckesser and
Ross

Accident Incident Summary/Investigations:

Jo Ann Zawatski-----bicycle accident (see attachment)

Kevin Wehrer-----bicycle accident (see attachment)

Comments: (Incidents Discussed)
