

**Marvwood University Health & Safety Committee Minutes**

Place: Science Center

Date: April 9, 2013

Time: 9:00 AM

Present: David Elliott, Molly Baron, Mary Reggie, Deb Wardach; Sarah Kenehan, Myron Marcinek

Absent: Diana Cuy-Castellanos (present for building inspection)

Excused: Linda McDade, Nancy Gibbons, Kaylee Dunning,

Guest: Mike Finnegan, Lori Summa (Chartwells), Rick Noel (Collegiate Risk Management Specialist), Gordon Smoko (PMA Group)

<b><u>Agenda Item</u></b>	<b><u>Discussion</u></b>	<b><u>Recommendations/Actions</u></b>
1. Meeting opened	9:05 a.m.	Meeting held in Maria Hall
2. Minutes reviewed / approved	Approved – Sarah Kenehan / Debra Wardach	
3. Opening Remarks		
3. Old Business	<ul style="list-style-type: none"> <li>• Active Shooter Training</li> <li>• Building lock downs</li> <li>• EPA Audit</li> <li>• Lighting at Maxis Lane</li> <li>• Pitt Parking lot - crumbling steps &amp; non-skid strips</li> <li>• Call Box check</li> <li>• Housekeeper safety training (pathogens, etc.)</li> <li>• Nazareth Outside access door to roof, trip hazard</li> </ul>	<ul style="list-style-type: none"> <li>• Last drill 2008 – Dave Elliot / Education Department will put together crisis situation and response information to distribute to faculty and staff – possible June completion</li> <li>• Site assessment to be completed end of summer - Dave Elliot will meet with Wendy Yankelitis and Joe Garvey once assessment complete</li> <li>• Dave Elliot to follow up with Cocciardi on date</li> <li>• Vendor to replace burned out lights (Myron Marcinek)</li> <li>• Dave Elliott to notify Mark Burns</li> <li>• Scheduled for today, and to be done monthly</li> <li>• Cocciardi to set date, Dave Elliot will then post</li> <li>• Work Order completion noted during building safety inspection 3/14/13</li> </ul>
4. New Business	<ul style="list-style-type: none"> <li>• PAC Foyer Display - Questions regarding safe positioning of display tables, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Dave Elliot sent breakdown of fire codes for exit doors, etc.</li> </ul>
5. Fire drill	<ul style="list-style-type: none"> <li>• Science Building</li> </ul>	<ul style="list-style-type: none"> <li>• Mike Finnegan to schedule</li> </ul>
6. Review of accident/incident records	<ul style="list-style-type: none"> <li>• February incidents reviewed – Molly Baron</li> </ul>	<ul style="list-style-type: none"> <li>• 3 incidents – 1 recordable</li> </ul>
7. Next meeting /agenda / inspection	<ul style="list-style-type: none"> <li>• May 14 @ 9:00 a.m. / Performing Arts Center</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting Agenda –Old Business – New Business – Fire Drill report –Accident and Injury report- Open Forum - Schedule next meeting &amp; Inspection</li> </ul>
8. Open forum	<ul style="list-style-type: none"> <li>• PMA Group insurance claim update</li> </ul>	<ul style="list-style-type: none"> <li>• Gordon Smoko presented information on last year vs. this year claims, repeat offenders-possible retraining of employees</li> </ul>
9. Adjournment	9:25 Molly Baron / Mary Reggie	
10. Committee Building Inspection	<ul style="list-style-type: none"> <li>• Science Center</li> </ul>	<ul style="list-style-type: none"> <li>• Issues recorded in Safety Committee Recommendation File Inspection attendees: Dave Elliot, Mary Reggie, Deb Wardach, Sarah Kenehan, Diana Cuy-Castellanos, Lori Summa</li> </ul>

Cc: Joseph X. Garvey, Wendy Yankelitis, Joe McCormack, Robyn Krukovitz, Mark Pitely

Respectfully submitted by: Mary Reggie