

**Marvwood University Health & Safety Committee Minutes**

Place: McGowan Center

Date: 12/10/2013

Time: 9:00 AM

Present: Molly Baron, Nancy Gibbons, Mary Reggie, Deb Wardach, Mike Kondrat, Linda McDade, Sarah Kenehan, David Isgan, Myron Marcinek, Laurie Munley

Guest: Rocco DiPietro, Mike Baltrusaitus (Cocciardi and Associates), Lori Summa (Chartwells), Gil Murray (Global Risk Management)

<b><u>Agenda Item</u></b>	<b><u>Discussion</u></b>	<b><u>Recommendations/Actions</u></b>
1. Meeting opened	9:00 a.m.	
2. Minutes reviewed / approved	October Minutes Approved – Nancy Gibbons, Myron Marcinek	
3. Opening Remarks	<ul style="list-style-type: none"> <li>• Introduction of committee members and guests</li> <li>• Committee membership</li> </ul>	<ul style="list-style-type: none"> <li>• Molly Baron and Mike Baltrusaitus to review membership list, to send member recommendations through email to committee.</li> </ul>
3. Old Business	<ul style="list-style-type: none"> <li>• 570 Area Code</li> <li>• Emergency Guides</li> </ul>	<ul style="list-style-type: none"> <li>• 570 added to all phone numbers on campus vehicles. Mike Finegan is addressing, no report at this time.</li> <li>• Molly Baron to check on distribution status and have Cocciardi &amp; Associates review Guide.</li> </ul>
4. New Business	<ul style="list-style-type: none"> <li>• Safety Committee Google email account</li> <li>• Studio Arts / fixative being sprayed in stairwells</li> <li>• Regina Hall Women’s Restroom</li> <li>• Maria Hall Roofing Project – contractor safety</li> <li>• Morgan Road Parking</li> <li>• Sidewalk snow and ice protection – early closing November 26<sup>th</sup></li> <li>• Nazareth Staff Parking Lot</li> <li>• Steam manhole work</li> <li>• Request for Fire Extinguisher in department kitchen</li> <li>• Science building fire doors</li> <li>• Red Bag Kits</li> </ul>	<ul style="list-style-type: none"> <li>• Molly Baron to establish and share with committee members.</li> <li>• Employee reported students spraying fixative in stairwells rather than using spray booth – Mike Baltrusaitus to review.</li> <li>• Report of window being left open, safety concern, Mike Finegan to review.</li> <li>• Project is now complete. Concern for adequate protection while construction was being done, blocking exits, fall protection not adequate. Safety procedures should be reviewed with contractors. Certificates of Insurance are always obtained from contractors; Gil Murray mentioned we need to review sub-contractors certificates as well.</li> <li>• Visibility is affected at crosswalk due to parking on Morgan Road. Mike Baltrusaitus to review.</li> <li>• Incident of sidewalks not being salted. Molly Baron to check with Mark Burns on schedule for sidewalk maintenance.</li> <li>• Hole reported in parking lot, area near Security Parking spaces. Myron Marcinek to review.</li> <li>• Manholes need to be clearly marked off when open for repair. Myron Marcinek to review.</li> <li>• Mike Baltrusaitus to review control of placement, possible employee training - how to use a fire extinguisher.</li> <li>• Doors do not close properly. Deb Wardach to submit work order, Myron Marcinek to follow up.</li> <li>• Housekeeping needs proper clean up materials when students cut themselves. Mike Baltrusaitus to follow up</li> </ul>
5. Fire drill	<ul style="list-style-type: none"> <li>• Conducted at LRC Media Center November 27, 2013</li> </ul>	<ul style="list-style-type: none"> <li>• Mike Finegan reported a successful drill. Mike Baltrusaitus will review fire drill schedule for all campus buildings with Mike Finegan.</li> </ul>

6. Review of accident/incident records	<ul style="list-style-type: none"> <li>September incidents reviewed – Molly Baron</li> </ul>	<ul style="list-style-type: none"> <li>2 incidents –1 recordable Molly Baron to review with Cocciardi the Accident Report Forms, Accident Review process, and possible sub-committee set up.</li> </ul>
7. Next meeting /agenda / inspection	<ul style="list-style-type: none"> <li>Tuesday, January 14<sup>th</sup>, 2014 9:00 a.m.</li> </ul>	<ul style="list-style-type: none"> <li>Studio Arts Building</li> </ul>
8. Open forum	<ul style="list-style-type: none"> <li>Student Safety and Employee Safety Committees</li> <li>Campus AED's</li> <li>Building Safety Inspections</li> </ul>	<ul style="list-style-type: none"> <li>Rocco DiPietro would like to discuss combining the committees.</li> <li>Mike Baltrusaitus requested a list of all campus AED's.</li> <li>Review prior month inspections list and report on progress at meetings.</li> </ul>
9. Adjournment	10:00 Dave Isgan, seconded Mary Reggie	
10. Committee Building Inspection /	<ul style="list-style-type: none"> <li>Learning Resources Center / Media Center</li> </ul>	<ul style="list-style-type: none"> <li>Inspection attendees: Mike Baltrusaitus, Deb Wardach, Molly Baron, David Isgan, , Mary Reggie. Issues recorded in Safety Committee Recommendation File</li> </ul>

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

Respectfully submitted by: Mary Reggie