

**Marywood University Health & Safety Committee Minutes**

Place: President's Conference Room

Date: 06/25/2013

Time: 9:00 AM

Present: Molly Baron, Nancy Gibbons, Myron Marcinek, Linda McDade, Mary Reggie, Deb Wardach,

Absent: Diana Cuy-Castellanos, Sarah Kenehan

Excused: Kaylee Dunning, David Elliott

Guest: Patricia Dunleavy, Mike Finnegan, Joseph Garvey,

<b><u>Agenda Item</u></b>	<b><u>Discussion</u></b>	<b><u>Recommendations/Actions</u></b>
1. Meeting opened	9:05 a.m.	
2. Minutes reviewed / approved	Approved – Nancy Gibbons, Molly Baron	
3. Opening Remarks	<ul style="list-style-type: none"> <li>• 2013-2014 Safety Committee Reappointments / Reorganization of Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Joseph Garvey advised of the need to appoint a committee member from Building and Grounds, and to contact Dr. Levine regarding a faculty appoint for the committee / Joseph Garvey to speak with Dave Elliott regarding reorganization of committee – use call in feature for Safety Committee Meetings</li> </ul>
3. Old Business	<ul style="list-style-type: none"> <li>• Nazareth Student Center</li> </ul>	<ul style="list-style-type: none"> <li>• Old parking blocks were left in area where new handicap posts were placed – Myron Marcinek noted they have been removed</li> </ul>
4. New Business	<ul style="list-style-type: none"> <li>• Safety Survey</li> <li>• Lawn Maintenance</li> <li>• Outside Contractors</li> <li>• Patio outside Swartz conference area</li> <li>• Campus Chapel</li> </ul>	<ul style="list-style-type: none"> <li>• Joseph Garvey to speak with Dave Elliot to prepare a Safety Survey For July – include asking departments how they are handling new hire safety training and if safety concerns are advised or madated</li> <li>• Safety issue reported regarding use of safety equipment on lawn maintenance machines, incident of rocks being thrown by equipment reported to Deb Wardach, follow up with Mark Burns to ensure safety equipment features are being used</li> <li>• Outside Window Cleaning Service observed using ladder incorrectly, Dave Elliot to email Joe McCormack regarding safety concerns with outside contractors</li> <li>• Coating peels off, Myron Marcinek to address with Wendy Yankelitis</li> <li>• Drain pipe blocking access to handicap parking during bad weather – Myron Marcinek to review</li> </ul>
5. Fire drill	<ul style="list-style-type: none"> <li>• Schedule with July building inspection</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
6. Review of accident/incident records	<ul style="list-style-type: none"> <li>• April incidents reviewed – Molly Baron</li> <li>• Accident Reporting</li> </ul>	<ul style="list-style-type: none"> <li>• 1 April incident – recordable / 5 May incidents – not recordable</li> <li>• Joseph Garvey to address timely reporting of accidents with Marywood community, possibly in fall, - reports should be sent to Dave Elliot and Mike Finnegan</li> <li>• Dave Elliot to review that procedures are being followed to send someone to view the incident area when reported, possibly involve department as well. Patricia Dunleavy Suggested possibility of a sub</li> </ul>

		group set up to review Workers Compensation reports.
7. Next meeting /agenda / inspection	<ul style="list-style-type: none"> <li>July 9 @ 9:00 a.m. / Safety Conference Room</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>Safety training</li> <li>Students worker safety training</li> </ul>	<ul style="list-style-type: none"> <li>Initiate training updates in the fall to address preventable accidents with Building and Grounds, Tool Box Talk before start of work day suggested, Myron Marcinek stated new hires receive Lock Out Tag Out training</li> <li>Question asked if student workers receiving any safety training – Dave Elliot to follow up</li> </ul>
9. Adjournment	9:25 Deb Wardach Nancy Gibbons	
10. Committee Building Inspection	<ul style="list-style-type: none"> <li>No building inspection</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

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

Respectfully submitted by: Mary Reggie