

Marvwood University Health & Safety Committee Minutes

Place: Nazareth Student Center

Date: March 12, 2013

Time: 9:00 AM

Present: David Elliott, Molly Baron, Mary Reggie, Kaylee Dunning, Deb Wardach; Sarah Kenehan, Nancy Gibbons

Absent: Diana Cuy-Castellanos Excused: Linda McDade, Myron Marcinek

Guest: Lori Summa, Rick Noel - Collegiate Risk Management Specialist

<u>Agenda Item</u>	<u>Discussion</u>	<u>Recommendations/Actions</u>
1. Meeting opened	9:05 a.m.	
2. Minutes reviewed / approved	Approved – Nancy Gibbons / Debra Wardach	
3. Opening Remarks		
3. Old Business	<ul style="list-style-type: none"> • Visual Arts Center Inspection –stairwell storage • Swartz Center Patio slip and fall concerns • Active Shooter Training • Ability to lock building doors from inside • EPA Audit • Visual Arts Center Inspection • Lighting at Maxis Lane • Pitt Parking lot - crumbling steps & non-skid strips / Emergency signals- deaf /Fuse box unauthorized access 	<ul style="list-style-type: none"> • No response from Sandy Povse, Dave Elliot to check on and follow up with Collier Parker if necessary • Dave Elliot looked at, patio needs a facelift due to trip hazards from crumbling concrete, Myron Marcinek aware of, repairs not yet scheduled • Scheduled by Dr. Levine. ,Dave Elliot waiting on meeting information, and to meet with Education department to put together a training overview for later in the year – Active Shooter short video to be placed on Marywood website • Site assessment to be completed by end of summer- access door locks are main issue, classroom door locks will be added expense and may be done in future • Dave Elliot to receive start date for audit from Mike Cocciardi, Dave will then notify all departments • Dave Elliot to notify Sandy Povse that combustible items cannot be stored in stairwells • Maintenance working with vendor to look at burned out lights • Waiting on response from Myron Marcinek
4. New Business	<ul style="list-style-type: none"> • Housekeeper safety training (pathogens, etc.) • Nazareth Student Center, trip hazard reported • Healthy Families Center, gas smell 	<ul style="list-style-type: none"> • Dave Elliot to schedule and notify Joe McCormack • Outside access door to roof, work order issued 3/4/13 • March 14th incident, Marywood and Dunmore PD responded, no leak detected, bldg. cleared, no definite determination made regarding smell of gas
5. Fire drill	<ul style="list-style-type: none"> • Nazareth 	<ul style="list-style-type: none"> • Dave Elliot to schedule
6. Review of accident/incident records	<ul style="list-style-type: none"> • February incidents reviewed – Molly Baron 	<ul style="list-style-type: none"> • 3 incidents – 1 recordable
7. Next meeting /agenda / inspection	<ul style="list-style-type: none"> • April 9th @ 9:00 a.m. / Science Building –Dave Elliot to secure and announce meeting room 	<ul style="list-style-type: none"> • Meeting Agenda –Old Business – New Business – Fire Drill report –Accident and Injury report- Open Forum - Schedule next meeting & Inspection
8. Open forum	<ul style="list-style-type: none"> • September Lab Inspection Report 	<ul style="list-style-type: none"> • Dave Elliot to send copy of report to Deb Wardach
9. Adjournment	9:24 Kaylee Dunning, Nancy Gibbons	
10. Committee Building Inspection	<ul style="list-style-type: none"> • Nazareth Student Center 	<ul style="list-style-type: none"> • Issues recorded in Safety Committee Recommendation File Inspection attendees: Dave Elliot, Mary Reggie, Kaylee Dunning, Deb Wardach, Sarah Kenehan

SAFETY INSPECTION

Date	Building	Area	Task Description	
March-2013	Nazareth Student Center	Storage Room Behind Latour Room	all chemicals need labeling / need orange safety tape on door stop in front of storage room	
		Stairwell - near Lynott Board Room	storage items in stairwell need to be removed	
		Housekeeping Utility Room - near Housing and Life Rm 108	check labeling on chemicals	
		Stairwell - near Housing and Life Room 205	remove recycling containers from stairwell	
		Utility room near Housing and Life	Do not store food in utility rooms	