

Marvwood University Health & Safety Committee Minutes

Place: Center for Athletics & Wellness

Date: 08/05/2014

Time: 9:00 AM

Present: Molly Baron, Deanne Garver, Nancy Gibbons, David Isgan, Mike Kondrat, Cheryl Kosydar, and Deb Wardach

Absent: Mike Finegan, Myron Marcinek, Laurie Munley, and Mary Reggie

Guests: Mike Baltrusaitus (Cocciardi and Associates), Anthony Terrinoni & Gil Murray (Global Risk Management), and Rick Noel (CRM Risk Management)

<u>Agenda Item</u>	<u>Discussion</u>	<u>Recommendations/Actions</u>
1. Meeting opened	9:00 AM	
2. Minutes reviewed / approved	July Minutes Approved – Nancy Gibbons & David Isgan	
3. Old Business	<ul style="list-style-type: none"> • Emergency Guides • Sidewalk snow and ice protection • Red Bag Kits • Campus AED's List • Swartz Patio refinish (revisited) • Campus Power Outage – Battery pack for generators • Safety Website • Handrail request – sidewalk behind Visual Arts Bldg SOA 	<ul style="list-style-type: none"> • Ongoing - Mike Baltrusaitus submitted to Pat Dunleavy for review by Cabinet. • Ongoing – address again late summer • Ongoing - Mike Baltrusaitus drafted Exposure Control Plan. Under review by affected departments. • Ongoing – Mike Baltrusaitus. Committee members invited to make Mike aware of any AED's on campus to ensure all are included in formalized procedure and properly maintained. • Ongoing - Myron Marcinek – estimate • Ongoing -Myron Marcinek – to install over summer. • Ongoing – Molly Baron and Mike Baltrusaitus. Committee suggestions for inclusion on website included: links to policies & procedures, Chemical Hygiene Plan, Calendar for Stericycle pick-up's (next will be 8/27/2014), Accident Report form with related Worker's Compensation information, calendar of safety meetings & locations, safety committee meeting minutes, information on general safety topics, metrics from fire drills, alarms, etc. • Ongoing – Myron Marcinek to review options. Committee members to comment at next meeting based on their review of area.
4. New Business	<ul style="list-style-type: none"> • Elevator 7 in LAC – emergency phone removed. • Received concern about ability of all campus safety personnel to lift/carry/drag a person to safety in the event of an emergency evacuation. • Received concern regarding foot washing taking place in restroom sinks. Concerned for potential slip/fall accident due to height of sink. 	<ul style="list-style-type: none"> • Deb Wardach to contact Myron Marcinek. Nancy Gibbons reviewed and confirmed that emergency button is in elevator. • Molly Baron/Mike Baltrusaitis to review campus safety job description to establish requirements of job. If required by job description, evacuation training may be required. Per Rick Noel, fitness requirements not common in higher ed. Will also review job requirements relative to active participation in First Aid/CPR/AED. • Committee brainstormed possible solutions. Molly Baron to investigate.
5. Fire drill	<ul style="list-style-type: none"> • Performing Arts Center 	<ul style="list-style-type: none"> • Successful drill – emergency phones checked, no issues.
6. Review of accident/incident records	<ul style="list-style-type: none"> • July incidents reviewed – Molly Baron 	<ul style="list-style-type: none"> • Four accidents, 2 of which resulted in medical treatment. • Science building windows may need attention. Tend to stick.

		<p>Personnel who must open windows need training in proper procedure to safely open them. Molly Baron to follow up with Joe McCormack.</p> <ul style="list-style-type: none"> • Committee noted several areas on campus where debris accumulates on walkways, including: Nazareth sidewalks and stairs, acorns by cemetery, near Science building by Jesus statue, and near post office. Recommend a daily check/sweep of these high-traffic areas for slip/fall prevention. Molly Baron to communicate to Maintenance. • Group discussed need for enforcement of discipline for unsafe acts.
7. Next meeting /agenda / inspection	<ul style="list-style-type: none"> • Tuesday, September 2 	<ul style="list-style-type: none"> • Lower Campus Safety Walk
8. Open forum	<ul style="list-style-type: none"> • Gil Murray preparing trend analysis. 	<ul style="list-style-type: none"> • Per Gil, WC costs up to 175 percent. Recommended review of policies, especially those relative to return to work. Molly Baron stated that she since fall of 2013, she has been working with Travelers to actively manage claims and to ensure providers are aware of our ability to provide light duty accommodations. Molly Baron requested copy of trend analysis. She expressed concern about the number of recurring issues related to slips/trips/falls and recommended renewed focus on accident prevention measures. Supervisor responsibility for safety training and enforcement of safe work practices was also discussed.
9. Adjournment	9:50 David Isgan & Cheryl Kosydar	
10. Committee Building Inspection	<ul style="list-style-type: none"> • Upper Campus Safety Walk (outdoors) • Update on Performing Arts Center Building Inspection 	<ul style="list-style-type: none"> • Inspection attendees: Mike Baltrusaitis, Dave Isgan, Deb Wardach, Deanne Garver, Molly Baron • Mike B discussed findings with Pat Toomey. All items were addressed that day, as confirmed by MB.

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

Respectfully submitted by: Molly Baron