

Marvwood University Health & Safety Committee Minutes

Place: **LRC – Media Center**

Date: 10/07/2014

Time: 9:00 AM

Present: Deanne Garver, Nancy Gibbons, David Isgan, Cheryl Kosydar, Mike Finegan, Laurie Munley, Mary Reggie, Deb Wardach, Linda McDade, Aaron Simmons

Absent: Molly Baron, Mike Kondrat, Myron Marcinek

Guests: Jon Barzensky (Chartwells), Mike Baltrusaitus (Cocciardi and Associates), Anthony Terrinoni (Global Risk Management)

Agenda Item	Discussion	Recommendations/Actions
1. Meeting opened	9:00 AM	Introduced new faculty member Aaron Simmons to committee
2. Minutes reviewed / approved	September Minutes Approved – Deanne Garver, 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 • Footbaths in public restrooms • Epi-Pens on campus • LAC and ability to lock down in an emergency 	<ul style="list-style-type: none"> • Ongoing - Mike Baltrusaitus waiting on update from Cabinet • Ongoing – address again late summer • Ongoing – Mike Baltrusaitus to send exposure control plan to committee • Ongoing – Mike Baltrusaitus, Mike Finegan to review policy statement draft –solid inventory taken • Ongoing - Myron Marcinek – investigating in-house repair • Ongoing -Myron Marcinek – Myron asked committee to explore the possibility of a Safety Budget being set up • Ongoing – Molly Baron and Mike Baltrusaitus. • Ongoing - Myron Marcinek – to explore cost of lower sink, hazards, etc. –Molly Baron to research options for signage, etc. suggested she should contact Lia Palmiter for information regarding this practice • Ongoing – Linda McDade to research. Mike Baltrusaitis reviewed other campus policies, discovered position on epi pens varies with each campus • Ongoing – Mike Baltrusaitis reviewed with Cocciardi, discovered this is not an atypical situation
4. New Business	<ul style="list-style-type: none"> • Mail Room Package Transport • Request for light install between IMAC and Gillet Lane 	<ul style="list-style-type: none"> • Mike Baltrusaitis to review mailroom package delivery policy with Kevin Burns –to address instructing staff and supervisors on package transport, Deanne Garver will assist with checking on chemical package delivery and transport • Mike Finegan reported that there is adequate lighting in this area
5. Fire drill	<ul style="list-style-type: none"> • September fire drill 	<ul style="list-style-type: none"> • Mike Finegan reported two successful drills held in September (one for August) Drill schedule will include all 17 Administration Buildings to be tested by January 1. 10 already completed. Residence Halls are scheduled for two drills a semester – 1 announced, 1 unannounced
6. Review of accident/incident records	<ul style="list-style-type: none"> • September incidents reviewed 	<ul style="list-style-type: none"> • 7 incidents – 1 recordable • Mike Baltrusaitis to discuss trash removal procedures with Joe McCormack
7. Next meeting /agenda / inspection	<ul style="list-style-type: none"> • Tuesday, November 4, 9:00 a.m. 	<ul style="list-style-type: none"> • Annual Committee Training - Swartz Center Conference Room C
8. Open forum	<ul style="list-style-type: none"> • Immaculata Hall 2nd floor tile removal • Road Closure 	<ul style="list-style-type: none"> • Mike Baltrusaitis announced asbestos abatement is starting this weekend, air samples will be taken, and area will be sealed up. Cocciardi will monitor and review work practices • Mike Finegan announced closure of Morgan Road to Gillet Lane on October 13th and 14th, emergency responders will be notified
9. Adjournment	9:45 Cheryl Kosydar, Nancy Gibbons	
10. Committee Building Inspection	<ul style="list-style-type: none"> • LRC Media Center building inspection • September Lower Campus Safety Walk (outdoors) 	<ul style="list-style-type: none"> • Inspection attendees: Mike Baltrusaitis, Dave Isgan, Cheryl Kosydar, Mary Reggie, Deb Wardach • Closed – issues addressed