

**Marywood University Health & Safety Committee Session**

Place: Center for Natural and Health Sciences Date: 12/1//2015 Time: 9:00 AM  
 Present: Molly Baron, Mike Finegan, Pattie Trapper, Mary Reggie, Deanne Garver, Deb Wardach, Nancy Gibbons, Linda McDade, Cheryl Kosydar  
 Absent: Myron Marcinek, Mike Kondrat, David Isgan, Aaron Simmons,  
 Guests: Mike Baltrusaitis (Cocciardi and Associates), Ryan Bowers (Cocciardi and Associates), Kevin Kuna (Marywood University)

<b><u>Agenda Item</u></b>	<b><u>Discussion</u></b>	<b><u>Recommendations/Actions</u></b>
1. Meeting opened		
2. Minutes reviewed / approved	<ul style="list-style-type: none"> <li>October and November Minutes approved – Cheryl Kosydar, Deb Wardach</li> </ul>	
3. Old Business	<ul style="list-style-type: none"> <li>Lab Capacity in Chemistry Labs</li> <li>Sidewalk snow and ice protection</li> <li>Portable space heaters in office/improper use</li> <li>Safety Website</li> <li>LAC and ability to lock down in an emergency</li> <li>Hazard Education Program</li> <li>Door Identification</li> <li>Learning Commons</li> </ul>	<ul style="list-style-type: none"> <li>CLOSED-Mike Baltrusaitis emailed guidelines to Mary Grayeski and Mary Ann Smith who will submit to Deans</li> <li>Ongoing – Molly Baron</li> <li>Ongoing – Mike Baltrusaitis to email document to committee prior to sending out to campus.</li> <li>Ongoing – Molly Baron and Mike Baltrusaitis – in progress</li> <li>Ongoing – Mike Baltrusaitis, Myron Marcinek - Committee approved both types of locks. Kevin Kuna to send video to Mike Finegan.</li> <li>Ongoing –Ryan Bowers met with Building and Grounds Science Department, to draft Hazard Communication Program and review with them.</li> <li>Ongoing - Mike Finegan</li> <li>Ongoing- Myron Marcinek to review code for outdoor steps leading to Nazareth</li> </ul>
4. New Business	<ul style="list-style-type: none"> <li>Book Retrieval System – Learning Commons</li> <li>Workplace injury treatment</li> <li>Lab accidents due to building temperature</li> <li>Sidewalk separation hazards/ CHHS and Learning Commons</li> </ul>	<ul style="list-style-type: none"> <li>Mike Baltrusaitis to schedule a safety walk through with Myron Marcinek</li> <li>Linda McDade reported an employee was told by supervisor not to seek treatment for an injury. Molly Baron to investigate</li> <li>Deb Wardach reported a number of lab accidents due to extreme heat in building. Maintenance was notified. Safety committee recommended that the science department notify Alan Levine of the situation, as updates to building heating and cooling may be required-CLOSE</li> <li>Deanne Garver reported a walking hazard with the sidewalk in front of the Science Building. Kevin Kuna noted the sidewalks had large separations at the Learning Commons as well. Safety Committee inspection will review and notify maintenance.</li> </ul>
4. Review of accident/incident records	<ul style="list-style-type: none"> <li>November incidents reviewed</li> </ul>	<ul style="list-style-type: none"> <li>1 incident, recordable</li> </ul>
5. Fire drill	<ul style="list-style-type: none"> <li>Fire drill</li> </ul>	<ul style="list-style-type: none"> <li>Mike Finegan – Learning Commons done in November, to complete rest of schedule in December</li> </ul>
6. Next meeting /agenda / inspection	<ul style="list-style-type: none"> <li>Tuesday, January 5, Athletics and Wellness Center</li> </ul>	<ul style="list-style-type: none"> <li>Meeting Agenda – Old Business – New Business – Fire Drill report –Accident and Injury report- Open Forum -Building Inspection</li> </ul>
8. Open forum	<ul style="list-style-type: none"> <li>Reissue Festive Safety Flyer discussed</li> </ul>	<ul style="list-style-type: none"> <li>Will issue after 1<sup>st</sup> of year</li> </ul>
9. Adjournment	<ul style="list-style-type: none"> <li>9:57 a.m. Cheryl Kosydar, Deb Wardach</li> </ul>	
10. Committee Building Inspection	<ul style="list-style-type: none"> <li>Center for Natural and Health Sciences</li> </ul>	<ul style="list-style-type: none"> <li>Mike Baltrusaitis, Ryan Bowers, Molly Baron, Mary Reggie, Deb Wardach – Inspection held 12/2/2015</li> </ul>