

Marywood University Health & Safety Committee Session

Place: Liguori Conference Room 1 – Upper Campus Safety Walk Date: 10/06/2015 Time: 9:00 AM
 Present: Molly Baron, Mike Finegan, Pattie Trapper, Mary Reggie, Deanne Garver, Deb Wardach, Nancy Gibbons, David Isgan, Linda McDade, Myron Marcinek
 Absent: Mike Kondrat, Aaron Simmons, Cheryl Kosydar
 Guests: Mike Baltrusaitis (Cocciardi and Associates), Ryan Bowers (Cocciardi and Associates), Kevin Kuna (Marywood Asst. Director for Tutoring)

Agenda Item	Discussion	Recommendations/Actions
1. Meeting opened	9:00 a.m. Introduction	Pattie Trapper to replace Laurie Munley on committee
2. Minutes reviewed / approved	September Minutes Approved – Mike Finegan, Myron Marcinek	
3. Old Business	<ul style="list-style-type: none"> • Mail Room Dock • Science Building steps crumbling • Sidewalk snow and ice protection • Portable space heaters in office/improper use • Additional AED on campus • Safety Website • LAC and ability to lock down in an emergency • CPR Training • Hazard Education Program • Door Identification • Learning Commons 	<ul style="list-style-type: none"> • CLOSED – repairs completed by maintenance department • CLOSED – repairs completed by maintenance department • Ongoing – Molly Baron • Ongoing – Mike Baltrusaitis to draft email addressing proper use of space heater and proper notification of use to maintenance department • Ongoing – Mike Finnegan to submit work order for installation • Ongoing – Molly Baron and Mike Baltrusaitis – in progress • Ongoing – Mike Baltrusaitis, Myron Marcinek - Committee approved both types of locks. Kevin Kuna to send another style to Mike Finegan. Notification to be sent once installations are completed • Ongoing – Mike Baltrusaitis-Basic First Aid / CPR / AED training scheduled for November 19 • Ongoing -Mike Baltrusaitis • Ongoing - Mike Finegan to review • Ongoing- Myron Marcinek to review code for outdoor steps leading to Nazareth
4. New Business	<ul style="list-style-type: none"> • Lab Capacity in Chemistry Labs 	<ul style="list-style-type: none"> • Deb Wardach received a concern regarding number of students in labs. Deb Wardach will email the concerns to Mike Baltrusaitis for review to see if it is a safety issue, make recommendations
4. Review of accident/incident records	<ul style="list-style-type: none"> • September incidents reviewed 	<ul style="list-style-type: none"> • 3 incidents, 2 recordable
5. Fire drill	<ul style="list-style-type: none"> • Fire drill 	Mike Finegan – to report next session on what drills have been completed
6. Next meeting /agenda / inspection	<ul style="list-style-type: none"> • Tuesday, December 1 , Science Building Room 125 	<ul style="list-style-type: none"> • Meeting Agenda – Old Business – New Business – Fire Drill report –Accident and Injury report- Open Forum -Building Inspection
8. Open forum	<ul style="list-style-type: none"> • 	
9. Adjournment	<ul style="list-style-type: none"> • 9:57 a.m. Myron Marcinek, David Isgan 	
10. Committee Building Inspection	<ul style="list-style-type: none"> • Upper Campus Safety Walk 	<ul style="list-style-type: none"> • Inspection attendees: Molly Baron, Mike Baltrusaitis, Mary Reggie, David Isgan, Ryan Bowers • Add Domiano Center for Student Life to Building inspection List

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

Respectfully submitted by: Mary Reggie