

**Marywood University Health & Safety Committee Session**

Place: **McGowan Building** Date: 03/3/2015 Time: 9:00 AM  
 Present: Molly Baron, Cheryl Kosydar, David Isgan, Deanne Garver, Linda McDade, Laurie Munley, Mary Reggie, Deb Wardach, Myron Marcinek, Mike Kondrat, Aaron Simmons  
 Absent: Mike Finegan, Nancy Gibbons  
 Guests: Mike Baltrusaitis (Cocciardi and Associates)

<b>Agenda Item</b>	<b>Discussion</b>	<b>Recommendations/Actions</b>
1. Meeting opened	9:00 a.m.	
2. Minutes reviewed / approved	February Minutes Approved – Aaron Simmons, Cheryl Kosydar	
3. Old Business	<ul style="list-style-type: none"> <li>• Emergency Guides</li> <li>• Sidewalk snow and ice protection</li> <li>• Red Bag Kits</li> <li>• Campus AED’s List</li> <li>• Campus Power Outage – Battery pack for generators</li> <li>• Safety Website</li> <li>• Footbaths in public restrooms</li> <li>• Epi-Pens on campus</li> <li>• LAC and ability to lock down in an emergency</li> <li>• Mail Room Package Transport</li> <li>• Crosswalk –Gillet Lane</li> <li>• Using ER2 campus for cautionary announcements</li> <li>• Swartz Center parking on weekends</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing - Guide approved by Cabinet –Mike Baltrusaitis to continue developing plan for distribution</li> <li>• Ongoing - Molly Baron</li> <li>• Ongoing – Mike Baltrusaitis</li> <li>• Ongoing – Mike Baltrusaitis to review approved AED plan</li> <li>• Ongoing - Myron Marcinek monitoring for time and dollars. Emergency lights working</li> <li>• Ongoing – Molly Baron and Mike Baltrusaitis</li> <li>• Ongoing – Molly Baron</li> <li>• Closed – Linda McDade research shows most campus’s do not provide</li> <li>• Ongoing – Mike Baltrusaitis working on action plan</li> <li>• Ongoing- Mike Baltrusaitis to meet with Mail Room employees to develop procedures for deliveries, red flags, hazards, etc.</li> <li>• Closed –light on stop sign battery replaced, monitor</li> <li>• Closed – use of e2campus approved by Joseph Garvey</li> <li>• Ongoing - Mike Finegan to provide update</li> </ul>
4. New Business	<ul style="list-style-type: none"> <li>• Rear parking at Laughlin Hall</li> <li>• Portable space heaters in office</li> </ul>	<ul style="list-style-type: none"> <li>• Request for parking guardrails, parking is right next to office buildings, no protection if car does not stop, Myron Marcinek to review</li> <li>• Improper use concern, Mike Baltrusaitis, Myron Marcinek to review for long term solutions, address proper use – revisit annually</li> </ul>
4. Review of accident/incident records	<ul style="list-style-type: none"> <li>• January incidents reviewed</li> </ul>	<ul style="list-style-type: none"> <li>• 2 incidents – 0 recordable, Molly Baron to follow up on job safety analysis for housekeeping position</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 to report next meeting</li> </ul>
6. Next meeting /agenda / inspection	<ul style="list-style-type: none"> <li>• Tuesday, April 7, Studio Arts 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		
9. Adjournment	<ul style="list-style-type: none"> <li>• 9:37 a.m. Linda McDade, Aaron Simmons</li> </ul>	
10. Committee Building Inspection	<ul style="list-style-type: none"> <li>• McGowan Building</li> </ul>	<ul style="list-style-type: none"> <li>• Inspection attendees: Molly Baron, Mike Baltrusaitis, Laurie Munley, Cheryl Kosydar, Dave Isgan</li> </ul>

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

Respectfully submitted by: Mary Reggie