

**Marywood University Health & Safety Committee Session**

Place: Insalaco Center for Studio Arts

Date: 08/02//2016

Time: 9:00 AM

Present: Molly Baron, Mike Finegan, Nancy Gibbons (phone), Myron Marcinek, Mary Reggie, Aaron Simmons, Pattie Trapper

Absent: Deanne Garver, David Isgan, Cheryl Kosydar, Linda McDade, Deb Wardach

Guests: Ryan Bowers (Cocciardi and Associates), Kevin Kuna (Marywood)

<b><u>Agenda Item</u></b>	<b><u>Discussion</u></b>	<b><u>Recommendations/Actions</u></b>
1. Meeting opened	9:00 a.m.	
2. Minutes reviewed / approved	<ul style="list-style-type: none"> <li>July minutes approved Myron Marcinek, Mike Finegan</li> </ul>	
3. Old Business	<ul style="list-style-type: none"> <li>Learning Commons – covered windows</li> <li>Science building – carpeting</li> <li>Safety Website</li> <li>Hazard Education Program</li> <li>Door Identification</li> <li>Learning Commons outdoor step lighting</li> <li>Accident / Incident reporting –generalized form</li> <li>Studio Safety Policy</li> <li>CPR Summer Training</li> </ul>	<ul style="list-style-type: none"> <li>CLOSED - Mike Finegan addressed, not an issue, windows cleared</li> <li>CLOSED – Deb Wardach – work order submitted</li> <li>Ongoing – Mike Baltrusaitus gathering materials for website</li> <li>Ongoing – Ryan Bowers to follow up with Building &amp; Grounds</li> <li>Ongoing –Mike Pasqualicchio continuing the process, budget issue</li> <li>Ongoing – Myron Marcinek – meeting delayed due to weather</li> <li>Ongoing - Linda McDade</li> <li>Ongoing – Ryan Bowers to follow up with Art Department Chairs</li> <li>Ongoing – need approval to use Cocciardi</li> </ul>
4. Tabled Items	<ul style="list-style-type: none"> <li>LAC and ability to lock down in an emergency</li> <li>Workplace injury treatment</li> <li>Safety Data Sheets</li> <li>Active Shooter Training</li> </ul>	<ul style="list-style-type: none"> <li>TABLED – resume after July 1 – update policy with “get-out” rather than “seek shelter”</li> <li>TABLED – resume July, discuss with Travelers</li> <li>TABLED - Deb Wardach, revisit in July with new budget</li> <li>TABLED - Mike Finegan, in planning, policy changes need to be made – revisit in spring</li> </ul>
5. New Business	<ul style="list-style-type: none"> <li>AED purchase</li> <li>LAC sidewalks</li> <li>Building damage from flooding</li> </ul>	<ul style="list-style-type: none"> <li>Kevin Kuna –will budget be available to purchase new AED’s</li> <li>Sidewalks cracked, near lower doors, Myron Marcinek reviewing needs and budget</li> <li>Myron Marcinek provided an update on necessary repairs to buildings due to flooding. Goal is to have repairs completed by August 19th</li> </ul>
6. Review of accident/incident records	<ul style="list-style-type: none"> <li>July incidents reviewed</li> </ul>	<ul style="list-style-type: none"> <li>1 incident – not recordable</li> </ul>
7. Fire drill	<ul style="list-style-type: none"> <li>Fire drill</li> </ul>	<ul style="list-style-type: none"> <li>Mike Finegan – Monthly drills and equipment inspections completed</li> </ul>
8. Next meeting /agenda / inspection	<ul style="list-style-type: none"> <li>Tuesday September 6, 9:00 a.m. Shields Center Conference room</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>
10. Adjournment	<ul style="list-style-type: none"> <li>9:22 a.m. Myron Marcinek, Aaron Simmons</li> </ul>	
11. Committee Building Inspection	<ul style="list-style-type: none"> <li>Insalaco Center for Studio Arts</li> </ul>	<ul style="list-style-type: none"> <li>Attendees – Patti Trapper, Mary Reggie, Molly Baron, Ryan Bowers</li> </ul>

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

Respectfully submitted by: Mary Reggie