

Marywood University Health & Safety Committee Session

Place: Maintenance Building

Date: 12/07//2016

Time: 10:00 AM

Present: Molly Baron, Mike Finegan, Deanne Garver, Nancy Gibbons, Cheryl Kosydar, Myron Marcinek, Kerimcan Ozcan, Mary Reggie, Pattie Trapper, Deb Wardach

Absent: Linda McDade, Kevin Kuna, Judith Williams

Guests: Mike Baltrusaitis (Cocciardi and Associates)

<u>Agenda Item</u>	<u>Discussion</u>	<u>Recommendations/Actions</u>
1. Meeting opened	10:00 a.m.	
2. Minutes reviewed / approved	<ul style="list-style-type: none"> November minutes approved: Deanne Garver, Nancy Gibbons 	
3. Opening Remarks	New committee members announced	Kerimcan Ozcan, Judith Williams
4. Old Business	<ul style="list-style-type: none"> Safety Website Hazard Education Program / Safety Data Sheets (TABLED item) Accident / Incident reporting –generalized form Studio Safety Policy LAC sidewalks Student / employee injuries / transportation Use of SOA building at night Falls on stairs inside Learning Commons Stop signs at College and Adams Stericycle Procedure Science Building handrail repairs Handicap parking in front of Architecture Building Active Shooter Training (TABLED item) 	<ul style="list-style-type: none"> Ongoing – Molly Baron, web page being populated Ongoing – Ryan Bowers – Deanne Garver / Deb Wardach to submit online subscription quote and proposal to Tammy McHale – suggestion made and approved to combine with Hazard Education Program Ongoing - Linda McDade Ongoing – Ryan Bowers Ongoing – Myron Marcinek, budget approval needed Ongoing - Nancy Gibbons, transportation not covered under Travelers Insurance – Deanne Garver to draft proposal to send to Tammy McHale/Linda McDade to set up subcommittee for proposal Ongoing – Mike Baltrusaitis to check with Dean Sullivan re internal policy, staffing at night, swipe process Ongoing –Deanne Garver to send Tammy McHale letter re: LC staircase injuries Ongoing – Mike Finegan Ongoing – Stericycle Infectious Waste Pickup process - Cocciardi to send department reminders of pickup- Mike Baltrusaitis and Deb Wardach to develop training sessions, Patty Trapper to send list of responsible parties to Mike Baltrusaitis. Cocciardi to maintain hard copies CLOSE – handrail replaced CLOSE – 6 handicap parking spots available Ongoing – Mike Finegan- Run Hide Fight - waiting for sample of packet guide that may be distributed, depending on cost, in addition to actual training
5. New Business	<ul style="list-style-type: none"> AED Location Signs – can signage be used to identify where AED’s are located Lab Emergency Equipment Inspections Fire Zone Parking 	<ul style="list-style-type: none"> Mike Finegan to check on availability of signs Myron Marcinek to share electronic access to the inspection checklists with Deb Wardach, to include shower check also Mike Finegan to inform staff to check for illegal parking in fire zones
6. Open Forum	<ul style="list-style-type: none"> Safety Committee Chair/ Secretary election 	<ul style="list-style-type: none"> Molly Baron – Chair / Mary Reggie – Secretary
7. Review of accident/incident records	<ul style="list-style-type: none"> November incidents 	<ul style="list-style-type: none"> 5 incidents – 3 recordable
8. Fire drill	<ul style="list-style-type: none"> Fire drill 	<ul style="list-style-type: none"> Mike Finegan – Monthly drills and equipment inspections completed
9. Next meeting /agenda / inspection	<ul style="list-style-type: none"> Wednesday, January 11, Domiano Center 	<ul style="list-style-type: none"> Meeting Agenda – Old Business – New Business – Fire Drill report –Accident and Injury report- Open Forum -Building Inspection
10. Adjournment	<ul style="list-style-type: none"> 10:50 a.m. Mike Finegan, Myron Marcinek 	
11. Committee Building Inspection	<ul style="list-style-type: none"> Maintenance Building 	<ul style="list-style-type: none"> Inspection completed 1/13/17 – Molly Baron, Ryan Bowers