

Marywood University Health & Safety Committee Session

Place: Athletics and Wellness Center Date: 01/05/2016 Time: 9:00 AM
 Present: Molly Baron, Mike Finegan, Pattie Trapper, Mary Reggie, Nancy Gibbons, Linda McDade, Cheryl Kosydar, Myron Marcinek, David Isgan
 Absent: Aaron Simmons, Deanne Garver, Deb Wardach
 Guests: Mike Baltrusaitis (Cocciardi and Associates), Ryan Bowers (Cocciardi and Associates), Kevin Kuna (Marywood University)

Agenda Item	Discussion	Recommendations/Actions
1. Meeting opened	9:00 a.m.	
2. Minutes reviewed / approved	<ul style="list-style-type: none"> December minutes approved Mike Finegan, Nancy Gibbons 	
3. Opening remarks	<ul style="list-style-type: none"> SRA template for Support Task Force for Safety Committee 	<ul style="list-style-type: none"> Template prepared by Molly Baron and reviewed and approved by safety committee members, completed document to be shared with members, budget request to be made in area 7 of template
4. Old Business	<ul style="list-style-type: none"> Learning Commons Sidewalk separation hazards/ CHHS and Learning Commons Sidewalk snow and ice protection Portable space heaters in office/improper use Safety Website LAC and ability to lock down in an emergency Hazard Education Program Door Identification Book Retrieval System – Learning Commons Workplace injury treatment 	<ul style="list-style-type: none"> CLOSED- outdoor steps leading to Nazareth are lighted CLOSED – work order submitted CLOSED – flyer to be distributed through email CLOSED – flyer to be distributed through email Ongoing – Molly Baron and Mike Baltrusaitis – in progress Ongoing – Mike Baltrusaitis reviewing video from Kevin Kuna Ongoing –Ryan Bowers, program drafted, training video prepared, to schedule follow up meeting with Building and Grounds to review program and schedule training Ongoing - Mike Finegan noted Mike Pasqualicchio will review and note what doors need to be marked Mike Baltrusaitis to schedule a safety walk through with Myron Marcinek Ongoing - Molly Baron to investigate
5. New Business	<ul style="list-style-type: none"> Housekeeping employee with sensitivity to cleaning products Construction fencing in former library area 	<ul style="list-style-type: none"> CLOSED - Reviewed by Ryan Bowers with recommendation letter sent to Molly Baron. Employee was interviewed and noted respiratory protection had been assigned Mike Baltrusaitis requested Myron Marcinek to check on when fencing will go up in construction area. Myron noted construction company is to meet with Wendy Yankelitis
6. Review of accident/incident records	<ul style="list-style-type: none"> December incidents reviewed 	<ul style="list-style-type: none"> 1 incident from November is now reportable 1 incident, recordable / It was noted the SOA does not have an eye wash station –eye wash stations are for corrosive materials, eye wash bottles suggested, Mike Baltrusaitis to look at scheduling new hire training every 30 days, posting Personal Protective Equipment signs in housekeeping closets was suggested
7. Fire drill	<ul style="list-style-type: none"> Fire drill 	<ul style="list-style-type: none"> Mike Finegan – All non-residence building have been completed for 2015
8. Next meeting /agenda / inspection	<ul style="list-style-type: none"> Tuesday, February 4, Liguori Conference Room 1 / Learning Commons inspection 	<ul style="list-style-type: none"> Meeting Agenda – Old Business – New Business – Fire Drill report –Accident and Injury report- Open Forum -Building Inspection
9. Open forum		
10. Adjournment	<ul style="list-style-type: none"> 9:52 a.m. Linda McDade, Nancy Gibbons 	
11. Committee Building Inspection	<ul style="list-style-type: none"> Athletics and Wellness Center 	<ul style="list-style-type: none"> Attendees - Mike Baltrusaitis, Ryan Bowers, Molly Baron, Mary Reggie, Dave Isgan – Mike Baltrusaitis to submit work orders