

**Marywood University Health & Safety Committee Session**

Place: Liguori Conference Room1 – Building Inspection Immaculata Hall

Date: 04/04/2017

Time: 9:00 AM

Present: Molly Baron, Nancy Gibbons, Kevin Kuna, Linda McDade, Kerimcan Ozcan, Mary Reggie, Deanne Garver, Deb Wardach

Excused: Mike Finegan, Cheryl Kosydar, Judith Williams

Absent: Myron Marcinek, Pattie Trapper

Guests: Ryan Bowers (Cocciardi)

| <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>March minutes approved: Nancy Gibbons, Kevin Kuna</li> </ul>   |  |
| 3. Opening Remarks                     |   |  |
| 4. Old Business                        | <ul style="list-style-type: none"> <li>Safety Website</li> <li>Hazard Education Program / Safety Data Sheets</li> <li>Accident / Incident reporting –generalized form</li> <li>Studio Safety Policy</li> <li>LAC sidewalks</li> <li>Student / employee injuries / transportation</li> <li>Use of SOA building at night</li> <li>Active Shooter Training</li> <li>Lab Safety Equipment Inspections</li> <li>CPR / First Aid Training</li> <li>Sharps disposal</li> </ul> | <ul style="list-style-type: none"> <li>Ongoing – Molly Baron, website launch on hold until Hazard information can be added, to inquire if website can be added to MU homepage</li> <li>Ongoing –Ryan Bowers will meet with Mike Finegan to finalize approval for Hazard Education Program</li> <li>Ongoing - Linda McDade, Deb Wardach –template reviewed by committee , recommendations- update signature section, add disclaimer, have 2 links one for work stud and one for student employees</li> <li>Ongoing – Ryan Bowers , Molly Baron to contact Stephanie for assistance to Ryan in finalizing policy</li> <li>Tabled</li> <li>Ongoing - Nancy Gibbons, still exploring options</li> <li>Ongoing – Mike Baltrusaitis , Ryan Bowers to follow up with Jim Sullivan</li> <li>Ongoing –Mike Finegan</li> <li>Ongoing –Myron Marcinek, Deb Wardach</li> <li>Ongoing – Ryan Bowers, Molly Baron</li> <li>Ongoing - Molly Baron to follow up with Linda McDade</li> </ul> |
| 5. New Business                        | <ul style="list-style-type: none"> <li>Doors propped open after hours</li> <li>Student health services / Commuter student</li> </ul>  | <ul style="list-style-type: none"> <li>Committee Concern - ask safety to send out communications regarding this safety issue</li> <li>Commuter student was told not eligible to use student health service, Deanne Garver to follow up with Linda McDade</li> </ul>  |
| 6. Open Forum                          | Budget concerns - AED / Safety Data Sheets  | Committee discussed inviting invite Tammy McHale, VP of Business Affairs to another meeting to address budget concerns – Ryan Bowers to write letter of support  |
| 7. Review of accident/incident records | <ul style="list-style-type: none"> <li>March accident/ incident</li> </ul>  | <ul style="list-style-type: none"> <li>1 incident - Recordable</li> </ul>  |
| 8. Fire drill                          | <ul style="list-style-type: none"> <li>Fire drill</li> </ul>  | <ul style="list-style-type: none"> <li>Mike Finegan not present</li> </ul>   |
| 9. Next meeting /agenda / inspection   | <ul style="list-style-type: none"> <li>Learning Commons Room 312 Tuesday May 2 9:00 a.m.</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>9:56 – Deb Wardach, Deanne Garver</li> </ul>   |  |
| 11. Committee Building Inspection      | <ul style="list-style-type: none"> <li>Immaculata Hall</li> </ul>   | <ul style="list-style-type: none"> <li>Inspection attendees - Molly Baron, Ryan Bowers, Mary Reggie, Deb Wardach</li> </ul>  |