## 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)

### Agenda Item | Discussion | Recommendations/Actions
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1. Meeting opened |  | 9:00 a.m. |
2. Minutes reviewed / approved | February Minutes Approved – Aaron Simmons, Cheryl Kosydar |  
### Old Business
- Emergency Guides  
- Sidewalk snow and ice protection  
- Red Bag Kits  
- Campus AED’s List  
- Campus Power Outage – Battery pack for generators  
- Safety Website  
- Footbaths in public restrooms  
- Epi-Pens on campus  
- LAC and ability to lock down in an emergency  
- Mail Room Package Transport  
- Crosswalk –Gillet Lane  
- Using ER2 campus for cautionary announcements  
- Swartz Center parking on weekends  
- Ongoing - Guide approved by Cabinet –Mike Baltrusaitis to continue developing plan for distribution  
- Ongoing - Molly Baron  
- Ongoing – Mike Baltrusaitis  
- Ongoing – Mike Baltrusaitis to review approved AED plan  
- Ongoing - Myron Marcinek monitoring for time and dollars. Emergency lights working  
- Ongoing – Molly Baron and Mike Baltrusaitis  
- Ongoing – Molly Baron  
- Closed – Linda McDade research shows most campus’s do not provide  
- Ongoing – Mike Baltrusaitis working on action plan  
- Ongoing- Mike Baltrusaitis to meet with Mail Room employees to develop procedures for deliveries, red flags, hazards, etc.  
- Closed –light on stop sign battery replaced, monitor  
- Closed – use of e2campus approved by Joseph Garvey  
- Ongoing - Mike Finegan to provide update

3. New Business
- Rear parking at Laughlin Hall  
- Portable space heaters in office  
- Request for parking guardrails, parking is right next to office buildings, no protection if car does not stop, Myron Marcinek to review  
- Improper use concern, Mike Baltrusaitis, Myron Marcinek to review for long term solutions, address proper use – revisit annually

4. Review of accident/incident records
- January incidents reviewed  
- 2 incidents – 0 recordable, Molly Baron to follow up on job safety analysis for housekeeping position

5. Fire drill
- Fire drill  
- Mike Finegan to report next meeting

6. Next meeting /agenda / inspection
- Tuesday, April 7, Studio Arts Center  
- Meeting Agenda – Old Business – New Business – Fire Drill report – Accident and Injury report- Open Forum -Building Inspection

8. Open forum

9. Adjournment
- 9:37 a.m. Linda McDade, Aaron Simmons

10. Committee Building Inspection
- McGowan Building  
- Inspection attendees: Molly Baron, Mike Baltrusaitis, Laurie Munley, Cheryl Kosydar, Dave Isgan

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

Respectfully submitted by: Mary Reggie