

Marvwood University Health & Safety Committee Minutes

Place: Marion Hall / Mail Room Print Shop

Date: May 8, 2012 Time: 9:00 AM

Present: David Elliott, Kaylee Dunning, Mary Reggie, Mike Finegan, Deanne Garver, Linda McDade, Deborah Wardach, Nancy Gibbons, Rick Noel / Collegiate Risk Management Specialist, Gordon Smoko – PMA Group

Absent: Lou Twardzik, Molly Baron, Myron Marcinek, Lori Summa, Cheryl Bessoir

<u>Agenda Item</u>	<u>Discussion</u>	<u>Recommendations/Actions</u>
1. Meeting opened	9:00 a.m.	
2. Minutes reviewed / approved	Approved –Kaylee Dunning & Linda McDade	Corrected April attendance for Deanne Garver – moved to absent
3. Opening Remarks		
3. Old Business	<ul style="list-style-type: none"> • Morgan Road crosswalks / speed bumps between Architecture and Insalaco Bldgs – signage needed • PAC issues 	<ul style="list-style-type: none"> • Dave Elliot sent email to Mark Burns re: crosswalk painting near Jackson Court and Pitt Parking lot • Dave Elliot to send letter to Sr. Joan McCusker
4. New Business	<ul style="list-style-type: none"> • Maintenance Bldg parking issue • Mellow Center Gym first aid kits not properly stocked • Mellow Center back exit door being used as an entrance creating hazard for people exiting building 	<ul style="list-style-type: none"> • Cars line up to punch out at end of shift, car left unattended while employee completing clock punch, can be safety issue by blocking access to bldg. Dave Elliot to investigate • Dave Elliot to send email to Mary Jo Gunning explaining procedure for stocking kits • Dave Elliot to discuss with Mary Jo Gunning
5. Next fire drill	<ul style="list-style-type: none"> • Performing Arts Center 	<ul style="list-style-type: none"> • 05/13/2012 – completed
6. Review of accident/incident records	<ul style="list-style-type: none"> • April reviewed 	<ul style="list-style-type: none"> • 3 incidents- One reportable
7. Next meeting /agenda / inspection	<ul style="list-style-type: none"> • June 12, 2012 / 9:00 a.m. 	Dave Elliot to send location announcement Agenda –Old Business – New Business – Fire Drill report – Accident and Injury report- Schedule next meeting
8. Open forum	<ul style="list-style-type: none"> • Use of step stools – currently not available for housekeepers, etc. to use - Chartwells employee observed using chair to load ice machine • Projector screens in lecture rooms – using chair to reach cord • Student Safety / Employee Safety Committee • Lab Safety Manual –Rick Noels • Setting goals for new year - Gil Martin 	<ul style="list-style-type: none"> • Dave Elliot will discuss with Joe McCormack – and discuss Chartwells use of step stools with Tom Notchick / Gil Martin will check OSHA regulations for step stools • Dave Elliot to check with Vice Gatto on lengthening the pull down cords • Dave Elliot and Linda McDade to discuss student accident form, and Safety committee being notified of student accidents • Should have one / Deb Wardach can reach out to Wilkes University, as they have just completed theirs • Goal examples: MSDS Online / BLR Training / Reporting Student Accidents / reduce Lost Time
9. Adjournment	9:45	
10. Committee Building Inspection	<ul style="list-style-type: none"> • Mail Room / Print Center 	Issues recorded in Safety Committee Recommendation File

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

Respectfully submitted by: Mary Reggie

Safety Committee Recommendation File

May-2012	Mail Room / Print Shop	Office area	Shelf located above desk - possible safety hazard
		Mailroom-receiving	Lab safety - need a spill kit as chemicals are sent in small packages through the mail / Need sign for fire extinguisher location / Electrical box area access is blocked by rock salt, boxes, wood panels, etc. Need to keep area clear / Desk calculator plug cord is in walking area can be trip hazard / Eye wash station not up to code / Boxes on metal shelves are too close to the ceiling
		Housekeeping closet	Wires hanging from technical equipment need to be moved out of the way
		Post office	Need sign for fire extinguisher
			Look into chemical handling training for employees