

**Marvwood University Health & Safety Committee Minutes**

Place: Swartz Center Conference Room

Date: 07/09/2013

Time: 9:00 AM

Present: Molly Baron, Kaylee Dunning, David Elliott, Nancy Gibbons, Myron Marcinek, Mary Reggie, Deb Wardach,

Absent: Diana Cuy-Castellanos, Sarah Kenehan, Linda McDade

Guest: David Isgan, Laurie Munley, Mike Finnegan

<b><u>Agenda Item</u></b>	<b><u>Discussion</u></b>	<b><u>Recommendations/Actions</u></b>
1. Meeting opened	9:05 a.m.	
2. Minutes reviewed / approved	June Approved with corrections – Nancy Gibbons, Deb Wardach	
3. Opening Remarks	<ul style="list-style-type: none"> <li>• 2013-2014 Safety Committee Appointments</li> <li>• 2013-2014 Safety Committee Meeting / Building Inspection Schedule</li> </ul>	<ul style="list-style-type: none"> <li>• David Isgan, Faculty Appointment replacing Diana Cuy-Castellanos / Laurie Munley, Bldg. and Grounds Appointment replacing Kaylee Dunning / Mike Kondrat, Professional Staff Appointment, appointed by Joe Garvey Chairman – David Elliot nominated, approved by Nancy Gibbons and Molly Baron ,accepted Secretary – Mary Reggie nominated, approved by Molly Baron and David Elliot, accepted</li> <li>• Schedule distributed to committee members, Mary Reggie to send g-mail calendar reminders to committee</li> </ul>
3. Old Business	<ul style="list-style-type: none"> <li>• Swartz Center - patio resurface</li> <li>• Campus Chapel - drain pipe issue</li> <li>• Lawn Maintenance - safety equipment features</li> <li>• Annual Reports / Safety Committee Bylaws online</li> <li>• Outside Contractors - safety concerns</li> </ul>	<ul style="list-style-type: none"> <li>• Myron Marcinek submitted patio resurfacing quote to Joe Garvey</li> <li>• Myron Marcinek to follow up on</li> <li>• Dave Elliot to follow up with Mark Burns Dave Elliot to prepare annual reports, and to have the current bylaws put online under Safety Committee, with copies sent to committee members</li> <li>• Dave Elliot to follow up with Bldg. &amp; Grounds</li> </ul>
4. New Business	<ul style="list-style-type: none"> <li>• Nazereth Hall - Dumpster Area</li> <li>• Maria Hall - Air quality</li> <li>• Science Center - Mold</li> <li>• Building Signage</li> </ul>	<ul style="list-style-type: none"> <li>• Complaint on smell, Dave Elliot to discuss with Tom Notchick, issue has been addressed in the past</li> <li>• Dave Elliot has addressed with Joe Garvey, and will follow up with status of having Cocciardi address the issue, Housekeeping to shampoo area</li> <li>• 1<sup>st</sup> floor classrooms, basement has mold – concerns are air quality and quality of research - Myron Marcinek aware of issue – Cocciardi has tested for mold in Science Center in past – Housekeeping addresses with BioGlobal cleaner, , Dave Elliot to address with Joe Garvey</li> <li>• Can building numbers be added to building signs? Dave Elliot to contact Wendy Yankelitis-Sign Committee</li> </ul>
5. Fire drill	<ul style="list-style-type: none"> <li>• To be scheduled for Swartz Center</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
6. Review of accident/incident records	<ul style="list-style-type: none"> <li>• June incidents reviewed – Molly Baron</li> </ul>	<ul style="list-style-type: none"> <li>• 2 incidents –no lost time / possibly address unsafe acts</li> </ul>
7. Next meeting /agenda / inspection	<ul style="list-style-type: none"> <li>• August 13 – 9:00 a.m. Athletics and Wellness Center</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting Agenda –Old Business – New Business – Fire Drill report –Accident and Injury report- Open Forum - Schedule next meeting &amp; Inspection</li> </ul>
8. Open forum	<ul style="list-style-type: none"> <li>• No discussion</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
9. Adjournment	9:45 Nancy Gibbons / Mary Reggie	

<ul style="list-style-type: none"> <li>10. Committee Building Inspection / Issues recorded in Safety Committee Recommendation File</li> </ul>	<ul style="list-style-type: none"> <li>Mail and Print Shop inspection / June</li> <li>Swartz Center / July</li> </ul>	<ul style="list-style-type: none"> <li>Dave Elliot performed inspection along with a Campus Safety Officer Inspection attendees: Dave Elliot, Molly Baron, Mary Reggie, Laurie Munley, David Isgan</li> </ul>
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Cc: Joseph X. Garvey, Wendy Yankelitis, Joe McCormack, Robyn Krukovitz, Mark Pitely, Dr. Patricia Dunleavy

Respectfully submitted by: Mary Reggie

**SAFETY INSPECTION SWARTZ CENTER**

Date	Building	Area	Task Description
July-2013	Swartz Center	1st floor hall	Trip hazard - tables left in hallway, near housekeeping closet
		Chapel	Steinway too close to emergency exit door
		Handicap exit door	Buttons not working for exit from chapel - door was locked
		Patio hose	Trip hazard - Recommend hose reel for patio hose