

**Marvwood University Health & Safety Committee Minutes**

Place: Performing Arts Center

Date: 05/14/2013

Time: 9:00 AM

Present: David Elliott, Mary Reggie, Deb Wardach; Sarah Kenehan, Myron Marcinek, Diana Cuy-Castellanos Linda McDade, Nancy Gibbons, Kaylee Dunning

Absent: Molly Baron

Excused:

Guest: Mike Finnegan, Rick Noel (Collegiate Risk Management Specialist)

<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	Approved – Nancy Gibbons, Kaylee Dunning	
3. Opening Remarks		
3. Old Business	<ul style="list-style-type: none"> <li>• Building lock down assessment</li> <li>• EPA Audit</li> <li>• Lighting at Maxis Lane</li> <li>• Pitt Parking lot - crumbling steps &amp; non-skid strips</li> <li>• Housekeeper safety training (pathogens, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Site assessment started- McGowan Center and Healthy Families Center completed</li> <li>• NO EPA Audit this year- a self-assessment with each department will be done, notice from Cocciardi to be sent out to schedule meetings</li> <li>• Completed</li> <li>• Completed</li> <li>• Completed</li> </ul>
4. New Business	<ul style="list-style-type: none"> <li>• Tennis Court Area</li> <li>• Nazareth Student Center</li> </ul>	<ul style="list-style-type: none"> <li>• Sidewalk repair - Dave Elliot to assess and notify Myron Marcinek</li> <li>• Old parking blocks were left in area where new handicap posts were placed – Myron Marcinek to assess</li> </ul>
5. Fire drill	<ul style="list-style-type: none"> <li>• PAC</li> </ul>	<ul style="list-style-type: none"> <li>• Mike Finnegan to schedule for 5/14/13</li> </ul>
6. Review of accident/incident records	<ul style="list-style-type: none"> <li>• April incidents reviewed – Mary Reggie</li> </ul>	<ul style="list-style-type: none"> <li>• 4 incidents – no recordable</li> </ul>
7. Next meeting /agenda / inspection	<ul style="list-style-type: none"> <li>• June 18 @ 9:00 a.m. / Dave Elliot to announce location</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>• Credit Renewal</li> <li>• Blue Light Inspection</li> </ul>	<ul style="list-style-type: none"> <li>• Nancy Gibbons noted 5% credit approval from PA State WC</li> <li>• Wellness Center, Pitt parking, notice sent to Marty Oconnor, were they addressed?</li> </ul>
9. Adjournment	9:25 Linda McDade, Nancy Gibbons	
10. Committee Building Inspection	<ul style="list-style-type: none"> <li>• Performing Arts Center</li> </ul>	<ul style="list-style-type: none"> <li>• Issues recorded in Safety Committee Recommendation File Inspection attendees: Dave Elliot, Mary Reggie, Deb Wardach, Sarah Kenehan, Diana Cuy-Castellanos</li> </ul>

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

Respectfully submitted by: Mary Reggie