

**Marvwood University Health & Safety Committee Minutes**

Place: Liberal Arts Center

Date: 03/04/2014

Time: 9:00 AM

Present: Molly Baron, Nancy Gibbons, Mike Kondrat, Myron Marcinek, Mary Reggie, Deb Wardach, David Isgan

Absent: Linda McDade, Laurie Munley, Sarah Kenehan

Guest: Mike Finegan, Mike Baltrusaitus (Cocciardi and Associates), Anthony Terrinani (Global Risk Management), Rick Noel (Collegiate Risk Management)

<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	February Minutes Approved – Deb Wardach, Nancy Gibbons	
3. Open Forum		
3. Old Business	<ul style="list-style-type: none"> <li>• Science building fire doors</li>   <li>• Woodland Apartments fire exits</li> <li>• Healthy Family Center _Coffee pot placement issue</li> <li>• Posted Evacuation Plans in LAC</li> <li>• Communication Arts Area – smell reported</li>   <li>• Emergency Guides</li> <li>• Regina Hall Women’s Restroom – open window</li> <li>• Morgan Road Parking – crosswalk view</li>   <li>• Sidewalk snow and ice protection</li>   <li>• Request for Fire Extinguisher in department kitchen</li>   <li>• Red Bag Kits</li>   <li>• Campus AED’s List</li> <li>• Committee member appointment</li> <li>• Learning Commons Construction Site Signage</li>   <li>• Pedestrian Crossing / Gillett Lane and Morgan Road</li>   <li>• Swartz Patio refinish (revisited)</li>   <li>• Campus Power Outage – Battery pack for generators</li> <li>• Request for how to find information on safety issues</li> <li>• Campus Utility Vehicles – legal street use</li> </ul>	<ul style="list-style-type: none"> <li>• Closed – Report received from inspection done on all fire doors, report available through Mike Baltrusaitus / Steps to take- provide education and identify who is responsible for those areas</li> <li>• Closed-fire exits up to code</li> <li>• Closed – Molly Baron, Deb Wardach to notify department</li> <li>• Closed – Postings are in place</li> <li>• Closed - Mike Baltrusaitus followed up, no response from complainant</li> <li>• Ongoing - Mike Baltrusaitus</li> <li>• Ongoing - Mike Finegan to receive quote for security screen</li> <li>• Ongoing - Mike Baltrusaitus/Molly Baron – Myron Marcinek to check on final plans</li> <li>• Ongoing - Mike Baltrusaitus/Molly Baron – meeting with maintenance postponed , maintenance checking areas that are reported to ice over repeatedly</li> <li>• Ongoing – Mike Baltrusaitus- check on interest in department training</li> <li>• Ongoing - Mike Baltrusaitus to follow up with Joe McCormack on housekeeping employees</li> <li>• Ongoing – Mike Baltrusaitus</li> <li>• Ongoing- Molly Baron</li> <li>• Ongoing - Myron Marcinek to follow up. Diane Webber to develop map with best path of travel for individuals with disabilities to be posted to website.</li> <li>• Ongoing – Mark Burns to install taller stop sign – Mike Baltrusaitus to explore PENNDOT guidelines</li> <li>• Ongoing - Myron Marcinek to make second request for budget approval for expense</li> <li>• Ongoing -Myron Marcinek getting estimate</li> <li>• Ongoing – Molly Baron and Mike Baltrusaitus</li> <li>• Ongoing – Mark Burns , Nancy Gibbons reviewing, keeping off road until known</li> </ul>
4. New Business	<ul style="list-style-type: none"> <li>• Proposal to send parking passes electronically to visitors</li> <li>• Wooden Bridge Rubber treads replacement</li> <li>• Athletic Center parking lot icing over</li> </ul>	<ul style="list-style-type: none"> <li>• Mike Finegan to review</li> <li>• Closed – work order completed</li> <li>• Closed – maintenance notified</li> </ul>

	<ul style="list-style-type: none"> <li>• Contractor/ Vendor double parking</li> <li>• Insurance coverage when using personal vehicle for work errands</li> </ul>	<ul style="list-style-type: none"> <li>• Closed - email sent to Marywood Admin to remind vendors of 15 minute parking rule – Myron Marcinek to monitor contractor parking</li> <li>• Closed - Deb Wardach questioned, advised personal insurance cost is calculated into mileage reimbursement</li> </ul>
5. Fire drill	<ul style="list-style-type: none"> <li>• VAC/SOA Building</li> </ul>	<ul style="list-style-type: none"> <li>• Conducted 2/12/2014 – Successful drill</li> </ul>
6. Review of accident/incident records	<ul style="list-style-type: none"> <li>• February incidents reviewed – Molly Baron</li> </ul>	<ul style="list-style-type: none"> <li>• 3 incidents –1 recordable</li> </ul>
7. Next meeting /agenda / inspection	<ul style="list-style-type: none"> <li>• Tuesday, April 1, 2014 9:00 a.m.</li> </ul>	<ul style="list-style-type: none"> <li>• Nazareth Hall</li> </ul>
8. Open forum	<ul style="list-style-type: none"> <li>• Emergency phones on campus</li> <li>• Budget for Safety Committee</li> <li>• Annual bicycle training / bicycle maintenance agreement</li> <li>• School closing – what is campus insurance responsibility if closure occurs once employees are already here (essential personnel)</li> <li>• Travelers Insurance</li> </ul>	<ul style="list-style-type: none"> <li>• Mike Finegan reported all emergency phones were checked. Emergency phone in Nazareth parking lot to be covered until Learning Commons complete</li> <li>• Molly Baron to explore possibility</li> <li>• Rick Noel inquired about Maywood’s practices– Mike Baltrusaitus to follow up with Mike Finegan</li> <li>• Molly Baron to follow-up on closure notifications</li> <li>• Rick Noel requested feedback on Travelers, Molly Baron to convey any issues to Gill Murray (Global Insurance)</li> </ul>
9. Adjournment	10:05: Dave Isgan, Nancy Gibbons	
10. Committee Building Inspection	<ul style="list-style-type: none"> <li>• VAC/SOA Inspection results</li> <li>• Liberal Arts Center building inspection</li> </ul>	<ul style="list-style-type: none"> <li>• Work orders submitted/completed for VAC/SOA inspection</li> <li>• Inspection attendees: Mike Baltrusaitus, Molly Baron, Mary Reggie, Deb Wardach, David Isgan. Summary of issues emailed to Mike Baltrusaitus for follow up</li> </ul>

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

Respectfully submitted by: Mary Reggie