

Marywood University Health & Safety Committee Session

Place: Swartz Center – Annual Training Session Date: 11/3/2015 Time: 9:00 AM
 Present: Molly Baron, Mike Finegan, Pattie Trapper, Mary Reggie, Deanne Garver, Deb Wardach, Nancy Gibbons, David Isgan, Linda McDade, Aaron Simmons, Mike Kondrat
 Absent: Cheryl Kosydar, Myron Marcinek
 Guests: Mike Baltrusaitis (Cocciardi and Associates), Ryan Bowers (Cocciardi and Associates)

Agenda Item	Discussion	Recommendations/Actions
1. Meeting opened	<ul style="list-style-type: none"> 9:00 a.m. Nominations for Chair and Secretary Annual training for Safety Committee Members 	<ul style="list-style-type: none"> Nominated: Molly Baron – Chair, Mary Reggie – Secretary Nancy Gibbons motion to approve, Mike Finegan second Trainer Mike Baltrusaitis
2. Minutes reviewed / approved	To approve at December meeting	
3. Old Business	<ul style="list-style-type: none"> Additional AED on campus CPR Training Sidewalk snow and ice protection Portable space heaters in office/improper use Safety Website LAC and ability to lock down in an emergency Hazard Education Program Door Identification Learning Commons Lab Capacity in Chemistry Labs 	<ul style="list-style-type: none"> CLOSED – Mike Finnegan to email notification of new and current AED locations on campus (disclaimer to be used) CLOSED – Mike Baltrusaitis-Basic First Aid / CPR / AED training held on November 19 Ongoing – Molly Baron Ongoing – Mike Baltrusaitis to draft email addressing proper use of space heater and proper notification of use to maintenance department Ongoing – Molly Baron and Mike Baltrusaitis – in progress Ongoing – Mike Baltrusaitis, Myron Marcinek - Committee approved both types of locks. Kevin Kuna to send another style to Mike Finegan. Notification to be sent once installations are completed Ongoing -Mike Baltrusaitis Ongoing - Mike Finegan Ongoing- Myron Marcinek to review code for outdoor steps leading to Nazareth Deb Wardach received a concern regarding number of students in labs. Deb Wardach will email the concerns to Mike Baltrusaitis for review to see if it is a safety issue, make recommendations
4. New Business	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
4. Review of accident/incident records	<ul style="list-style-type: none"> October incidents reviewed 	<ul style="list-style-type: none"> 3 incidents, 1 recordable
5. Fire drill	<ul style="list-style-type: none"> Fire drill 	<ul style="list-style-type: none"> Mike Finegan – tow drills held Emanuel Hall and Gym
6. Next meeting /agenda / inspection	<ul style="list-style-type: none"> Tuesday, December 1 , Science Building Room 125 	<ul style="list-style-type: none"> Meeting Agenda – Old Business – New Business – Fire Drill report –Accident and Injury report- Open Forum -Building Inspection
8. Open forum	<ul style="list-style-type: none"> Committee Member replacement How to address unsafe acts Annual training absentees: 	<ul style="list-style-type: none"> Molly to check with Joseph Garvey on possibility of putting someone from maintenance department on committee Repercussions for unsafe acts? Should safety be a part of performance review? Accountability of supervisors? Invite Representative from WC carrier to attend a meeting? Mike Baltrusaitis to schedule make-up session for Chery Kosydar and Myron Marcinek
9. Adjournment	<ul style="list-style-type: none"> 9:57 a.m. Myron Marcinek, David Isgan 	
10. Committee Building Inspection	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">