**Marywood University Health & Safety Committee Session**

**Place:** Liguori Conference Room  
**Date:** 02/04/2016  
**Time:** 9:00 AM  
**Present:** Aaron Simmons, Deanne Garver, Molly Baron, Mike Finegan, Pattie Trapper, Mary Reggie, Nancy Gibbons, Linda McDade, Cheryl Kosydar, David Isgan, Deb Wardach  
**Absent:** Myron Marcinek  
**Guests:** Kevin Kuna (Marywood University), Jon Barzensky (Chartwells)

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<th>Agenda Item</th>
<th>Discussion</th>
<th>Recommendations/Actions</th>
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<td>1. Meeting opened</td>
<td>9:00 a.m.</td>
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<td>2. Minutes reviewed / approved</td>
<td>January minutes approved Cheryl Kosydar, Mike Finegan</td>
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<td>3. Opening remarks</td>
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| 4. Old Business | Sidewalk separation hazards/ CHHS and Learning Commons  
Safety Website  
LAC and ability to lock down in an emergency  
Hazard Education Program  
Door Identification  
Book Retrieval System – Learning Commons  
Workplace injury treatment  
Construction fencing in former library area  
Learning Commons outdoor step lighting | Work order submitted  
Ongoing – Molly Baron and Mike Baltrusaitis – in progress  
Ongoing – Mike Baltrusaitis reviewing video from Kevin Kuna  
Ongoing – Ryan Bowers  
Ongoing - Mike Finegan noted Mike Pasqualicchio  
Ongoing - Mike Baltrusaitis to do safety walk  
Ongoing - Molly Baron reviewed with Linda McDade, clarifications to be made re: procedure’s when an incident occurs, transportation is needed, liability issues. Molly Baron and Linda McDade to meet with Amy Paciej-Woodruff to discuss and move forward  
CLOSED – fencing installed  
Revisit the lighting situation for outdoor steps at Learning Commons |
| 5. New Business | Active Shooter Training  
Chemical Hygiene Plan  
Safety Data Sheets | Mike Finegan – 2 officers to attend Train the Trainer session in March - seminar designed to teach employee training, Mike Finegan to provide update in April  
Deanne Garver noted Mike Baltrusaitis suggested using new template for Chemical Hygiene Officer to review all incidents that occur on campus – Molly Baron and Mike Baltrusaitis to review with Cocciardi  
Deb Wardach proposed departments campus wide using a new online MSDS system that automatically updates, asking safety committee to advocate for this funding ($3500 annual cost) |
| 6. Review of accident/incident records | February incidents reviewed | Molly Baron – 2 reportable |
| 7. Fire drill | Fire drill | Mike Finegan – Athletics center in February |
| 8. Next meeting/agenda/inspection | Thursday April 7, Swartz Center | Meeting Agenda – Old Business – New Business – Fire Drill report – Accident and Injury report - Open Forum - Building Inspection |
| 9. Open forum | Learning Commons outdoor step lighting  
AED update | Kevin Kuna would like committee to revisit the lighting situation for outdoor steps at the learning commons-added to Old Business  
Mike Finegan noted all AED’s have new batteries and pads, which expire in 2020 |
| 10. Adjournment | 9:50 a.m. Patty Trapper, Cheryl Kosydar |  |
| 11. Committee Building Inspection | Learning Commons | To be completed at a later date |

Cc: Joseph X. Garvey, Wendy Yankelitis, Joe McCormack, Robyn Krukovitz, Mark Pitely, Dr. Patricia Dunleavy  
Respectfully submitted by: Mary Reggie