

Marvwood University Health & Safety Committee Minutes

Place: Mellow Center

Date: July 10, 2012 Time: 9:00 AM

Present: David Elliott, Mary Reggie, , Molly Baron, Myron Marcinek, Nancy Gibbons

Absent: Deanne Garver, Linda McDade, Kaylee Dunning, Deborah Wardach, Lou Twardzik (Replace)

Guest Attendance: Mike Finegan, Rick Noels / Collegiate Risk Management Specialist, Gordon Smoke PMA

<u>Agenda Item</u>	<u>Discussion</u>	<u>Recommendations/Actions</u>
1. Meeting opened	9:00 a.m.	
2. Minutes reviewed / approved	Approved –Nancy Gibbons, Molly Baron	
3. Opening Remarks		
3. Old Business	<ul style="list-style-type: none"> • Morgan Road crosswalks / speed bumps between Architecture and Insalaco Bldgs – signage needed • PAC issues • Post office inspections • Nazareth Construction 	<ul style="list-style-type: none"> • Dave Elliot scheduled to meet with Mark Burns in July to address • Dave Elliot sent letter to Sr. Joan McCusker with safety concerns from April inspection – waiting for response • Dave Elliot sent letter to Kevin Burns regarding issues from May inspection Waiting for response • No further safety concerns received
4. New Business	<ul style="list-style-type: none"> • 2012-2013 Safety Committee appointments / reappointments • South Campus lighting 	<ul style="list-style-type: none"> • Dave Elliot / Chair – approved Molly Baron and Nancy Gibbon • Mary Reggie / Secretary – approved Nancy Gibbons and Myron Marcinek • Cheryl Bessoir to be replaced • Gordon Smoke announced guidelines for committee – 2 management and 2 labors (can be professional staff) are need to make up committee – rotate 1 person each year on and off committee • Dave Elliot to meet with Joe Garvey to discuss reducing # of committee members • Blue lights to be added on south campus- work order has been submitted
5. Fire drill	<ul style="list-style-type: none"> • To be announced 	<ul style="list-style-type: none"> • June -Held at Regina Hall for Wellspring
6. Review of accident/incident records	<ul style="list-style-type: none"> • June incidents reviewed – Molly baron 	<ul style="list-style-type: none"> • 2 incidents- one reportable
7. Next meeting /agenda / inspection	<ul style="list-style-type: none"> • August 14, 2012 - 9:00 a.m. 	Dave Elliot to send location announcement Agenda –Old Business – New Business – Fire Drill report – Accident and Injury report- Open Forum - Schedule next meeting
8. Open forum	<ul style="list-style-type: none"> • Committee by-laws • Mi- year committee changes • Annual Report • Annual Training 	<ul style="list-style-type: none"> • Dave Elliot to review by-laws present changes for vote at next meeting • Mid-year elections can complete PMA training online • Dave Elliot to complete for next month • Gordon Smoke -policy runs July 1 to June30, perhaps annual training should be scheduled earlier in the policy year to cover new members
9. Adjournment	10:10 Nancy Gibbons, Molly Baron	
10. Committee Building Inspection	<ul style="list-style-type: none"> • Mellow Center 	Issues recorded in Safety Committee Recommendation File