

Marvwood University Health & Safety Committee Minutes

Place: Swartz Center

Date: June 19, 2012 Time: 9:00 AM

Present: David Elliott, Kaylee Dunning, Mary Reggie, Deborah Wardach, Molly Baron, Mike Finegan

Absent: Lou Twardzik, Myron Marcinek, Lori Summa, Cheryl Bessoir Nancy Gibbons, Deanne Garver, Linda McDade,

| <u>Agenda Item</u> | <u>Discussion</u> | <u>Recommendations/Actions</u> |
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| 1. Meeting opened | 9:00 a.m. | |
| 2. Minutes reviewed / approved | Approved –Deborah Wardach, 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 • Specifications for step stools • Maintenance Bldg parking issue during time period for employees to punch out | <ul style="list-style-type: none"> • Dave Elliot to meet with Mark Burns in July to address • Dave Elliot sent letter to Sr. Joan McCusker with safety concerns from April inspection – no response yet • Dave Elliot sent letter to Kevin Burns regarding issues from May inspection • Dave Elliot received information from Gordon Smolko • Issue reviewed, no change to current procedure |
| 4. New Business | <ul style="list-style-type: none"> • Nazareth Construction • Heat Safety • Safety Committee appointments | <ul style="list-style-type: none"> • Dave Elliot received reports regarding fumes, etc. from construction area • Dave Elliot to send campus wide email regarding Heat Safety tips, etc. • Dave Elliot to address with Alan Levine – Cheryl Bessoir and Deanne Garver are 1 year positions, will they continue or are new appointments needed |
| 5. Fire drill | <ul style="list-style-type: none"> • May Fire Drill • June Fire Drill | <ul style="list-style-type: none"> • Mail Room – completed – no issues • Held at Regina Hall for Wellspring |
| 6. Review of accident/incident records | <ul style="list-style-type: none"> • April reviewed | <ul style="list-style-type: none"> • 4 incidents- none reportable |
| 7. Next meeting /agenda / inspection | <ul style="list-style-type: none"> • July 10th | 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"> • | <ul style="list-style-type: none"> • |
| 9. Adjournment | 9:45 Kaylee Dunning, Mary Reggie | |
| 10. Committee Building Inspection | <ul style="list-style-type: none"> • Swartz Center | Issues recorded in Safety Committee Recommendation File |

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

Respectfully submitted by: Mary Reggie