

**Marvwood University Health & Safety Committee Minutes**

Place: Maintenance Buildings

Date: February 12, 2013

Time: 9:00 AM

Present: David Elliott, Molly Baron, Mary Reggie, Linda McDade, Myron Marcinek, Kaylee Dunning, Deb Wardach

Absent: Nancy Gibbons, Diana Cuy-Castellanos, Sarah Kenehan

Guest: Lori Summa, Rick Noel - Collegiate Risk Management Specialist

| <b><u>Agenda Item</u></b>              | <b><u>Discussion</u></b>   | <b><u>Recommendations/Actions</u></b>  |
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| 1. Meeting opened                      | 9:05 a.m.  |  |
| 2. Minutes reviewed / approved         | Approved – Kaylee Dunning / Debra Wardach  |  |
| 3. Opening Remarks                     |  |  |
| 3. Old Business                        | <ul style="list-style-type: none"> <li>• Visual Arts Center Inspection</li> <li>• Lighting at Maxis Lane</li> <li>• Loughran Hall Steps – slip and fall concerns</li> </ul>  | <ul style="list-style-type: none"> <li>• Dave Elliot to notify Sandy Povse that combustible items cannot be stored in stairwells</li> <li>• Maintenance working with vendor to look at burned out lights</li> <li>• 2 student falls reported / Dave Elliot reminded Student Safety to notify Campus Safety of occurrences</li> </ul>   |
| 4. New Business                        | <ul style="list-style-type: none"> <li>• Pitt Parking lot - crumbling steps / wearing of non skid strips</li> <li>• Swartz Center Patio slip and fall concerns</li> <li>• Active Shooter Training</li> <br/> <li>• Ability to lock building doors from inside</li> <li>• Dr. Heath lighting concerns outside resident halls</li> <br/> <li>• Building disinfecting procedures questioned</li> <br/> <li>• Emergency signals for deaf</li> <br/> <li>• EPA Audit</li> <li>• NIMS training administrators committee</li> <li>• Fuse box unauthorized access</li> </ul> | <ul style="list-style-type: none"> <li>• Myron Marcinek to review, get estimate for replacement if necessary</li> <li>• Dave Elliot to review</li> <li>• Training scheduled for spring. Dave Elliot to meet with Alan Levine to schedule an overview training session with faculty</li> <li>• Dave Elliot to do an assessment on each building</li> <li>• Dave Elliot responded he would be happy to meet with residents to discuss concerns</li> <li>• Myron Marcinek stated disinfectant is used in all areas, airflow is sanitized</li> <li>• Myron Marcinek to check on emergency phones for deaf / fire alarms flash</li> <li>• Joe Garvey approved – Cocciardi to perform audit</li> <li>• Scheduled for May 16th or 17th</li> <li>• Myron Marcinek to review if locks are needed for fuse boxes to prevent unauthorized access</li> </ul> |
| 5. Fire drill                          | <ul style="list-style-type: none"> <li>• Visual Arts Building</li> </ul>   | <ul style="list-style-type: none"> <li>• Held 1/10/13 - successful</li> </ul>  |
| 6. Review of accident/incident records | <ul style="list-style-type: none"> <li>• January incidents reviewed – Molly Baron</li> </ul>   | <ul style="list-style-type: none"> <li>• 2 incidents – one resulting in lost time</li> </ul>   |
| 7. Next meeting /agenda / inspection   | <ul style="list-style-type: none"> <li>• March 12 @ 9:00 a.m. / Nazareth Building – Safety conference room</li> </ul>  | <ul style="list-style-type: none"> <li>• Meeting Agenda –Old Business – New Business – Fire Drill report –Accident and Injury report- Open Forum - Schedule next meeting &amp; Inspection</li> </ul>   |
| 8. Open forum                          | <ul style="list-style-type: none"> <li>• No items</li> </ul>   |  |
| 9. Adjournment                         | 9:20 Mary Reggie, Diana Cuy-Castellanos  |  |
| 10. Committee Building Inspection      | <ul style="list-style-type: none"> <li>• Maintenance Buildings</li> </ul>  | <ul style="list-style-type: none"> <li>• No issues to record from inspection - Inspection attendees: Dave Elliot, Mary Reggie, Lori Summa, Myron Marcinek, Kaylee Dunning, Deb Wardach, Diane Cuy-Castellanos</li> </ul>   |

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

Respectfully submitted by: Mary Reggie