

Marywood University Health & Safety Committee ANNUAL Training Session

Place: **Swartz Center Conference Room C**

Date: 11/04/2014

Time: 9:00 AM

Present: Molly Baron, Nancy Gibbons, David Isgan, Cheryl Kosydar, Mike Finegan, Mike Kondrat, Myron Marcinek, Linda McDade, Laurie Munley, Mary Reggie, Deb Wardach, Aaron Simmons

Absent: Deanne Garver

Guests: Jon Barzensky (Chartwells), Mike Baltrusaitus (Cocciardi and Associates), Anthony Terrinoni (Global Risk Management)

<u>Agenda Item</u>	<u>Discussion</u>	<u>Recommendations/Actions</u>
1. Meeting opened	9:00 a.m.	
2. Minutes reviewed / approved	October Minutes Approved – Deb Wardach, Mike Finegan	Brief meeting due to annual training
3. Opening Remarks	October Library Inspection	One fire exit was blocked with caution tape. May have been temporary. Mike Baltrusaitis recommends meeting with construction supervisor regarding communication of temporary changes to exits, adding signage. Myron Marcinek to follow-up.
4. Review of accident/incident records	<ul style="list-style-type: none"> October incidents reviewed 	<ul style="list-style-type: none"> 3 incidents –2 recordable Cheryl Kosydar to review floor waxing process in LAC
5. Fire drill	<ul style="list-style-type: none"> October fire drill 	<ul style="list-style-type: none"> Mike Finegan reported two successful drills, Bethany Hall and Library Media Center. Emergency Call Phones tested 10/29 – no issues
6.New Business	<ul style="list-style-type: none"> Crosswalk –Gillet Lane 	<ul style="list-style-type: none"> Mike Kondrat received a request for crosswalk to be painted on Gillet Lane between Immaculata and Post Office
5. Training Session	<ul style="list-style-type: none"> Annual Training for Committee Members 	<ul style="list-style-type: none"> Conducted by Mike Baltrusaitis
6. Next meeting /agenda / inspection	<ul style="list-style-type: none"> December 2, 2014, Liguori Conference Room 1 	<ul style="list-style-type: none"> Meeting Agenda –Old Business – New Business – Fire Drill report –Accident and Injury report- Open Forum Building Inspection - Mail Room Print Shop

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

Respectfully submitted by: Mary Reggie