

Marywood University Health & Safety Committee Session

Place: Studio Arts Center Date: 04/8/2015 Time: 9:00 AM
 Present: Molly Baron, Mike Finegan, Nancy Gibbons, Linda McDade, Myron Marcinek, Laurie Munley, Mary Reggie, Aaron Simmons
 Absent: Cheryl Kosydar, Mike Kondrat, Deb Wardach, David Isgan, Deanne Garver
 Guests: Mike Baltrusaitis (Cocciardi and Associates)

Agenda Item	Discussion	Recommendations/Actions
1. Meeting opened	9:00 a.m.	
2. Minutes reviewed / approved	March Minutes Approved – Mike Finegan, Myron Marcinek	
3. Old Business	<ul style="list-style-type: none"> • Red Bag Kits • Campus Power Outage – Battery pack for generators • Emergency Guides • Sidewalk snow and ice protection • Campus AED’s List • Safety Website • Footbaths in public restrooms • LAC and ability to lock down in an emergency • Mail Room Package Transport • Swartz Center parking on weekends • Rear parking at Laughlin Hall • Portable space heaters in office 	<ul style="list-style-type: none"> • Closed – Mike Baltrusaitis • Closed- Myron Marcinek monitoring for time and dollars. Emergency lights working • Closed– Emergency Awareness Informational Sessions will be scheduled by building throughout the year Mike Baltrusaitis to check on capability to trace outside calls that do not show up in ID system • Ongoing - Molly Baron – E2 campus will not be used for safety notifications • Ongoing – Mike Finegan to review approved AED plan, Mike Baltrusaitis to set up website • Ongoing – Molly Baron and Mike Baltrusaitis • Ongoing – Molly Baron, Dr. Ahmed addressing with students, will advise when complete • Ongoing – Mike Baltrusaitis working on action plan • Ongoing- Mike Baltrusaitis met with Kevin Burns March 3rd, Kevin Burns to set up guidelines for approval • Ongoing - Mike Finegan • Ongoing - Myron Marcinek to review • Improper use concern – to address in fall
4. New Business	<ul style="list-style-type: none"> • Loughran Hall – dock • McGowan sidewalk lighting 	<ul style="list-style-type: none"> • Dock is closed until water damage to concrete can be repaired • Burned out lights reported and replace - Close
4. Review of accident/incident records	<ul style="list-style-type: none"> • March incidents reviewed 	<ul style="list-style-type: none"> • 1 additional February incident reported – not recordable March – 2 reported - 1 recordable
5. Fire drill	<ul style="list-style-type: none"> • Fire drill 	<ul style="list-style-type: none"> • Mike Finegan –Successful drills conducted on 3/3/15 at O’Neill Center & Post Office, and on 4/1/15 at – McGowan building • Second round of drills for residence halls to be held end of April
6. Next meeting /agenda / inspection	<ul style="list-style-type: none"> • Tuesday, May 5, Shields Center for Visual Arts 	<ul style="list-style-type: none"> • Meeting Agenda –Old Business – New Business – Fire Drill report – Accident and Injury report- Open Forum -Building Inspection
8. Open forum	<ul style="list-style-type: none"> • Accident Investigation Form 	<ul style="list-style-type: none"> • New electronic form to be place on website once completed
9. Adjournment	<ul style="list-style-type: none"> • 9:37 a.m. Linda McDade, Aaron Simmons 	
10. Committee Building Inspection	<ul style="list-style-type: none"> • Studio Arts Center 	<ul style="list-style-type: none"> • Inspection attendees: Molly Baron, Mike Baltrusaitis, Laurie Munley, Mike Finegan

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

Respectfully submitted by: Mary Reggie