

Marywood University Health & Safety Committee Session

Place: **O’Neill Center for Healthy Families** Date: 02/11/2015 Time: 9:00 AM
 Present: Molly Baron, Nancy Gibbons, Cheryl Kosydar, Mike Finegan, Laurie Munley, Mary Reggie, Deb Wardach, Myron Marcinek, Mike Kondrat, Aaron Simmons
 Absent: David Isgan, Deanne Garver, Linda McDade
 Guests: Mike Baltrusaitis (Cocciardi and Associates), Anthony Terrinoni (Global Risk Management)

Agenda Item	Discussion	Recommendations/Actions
1. Meeting opened	9:00 a.m.	
2. Minutes reviewed / approved	January Minutes Approved – Cheryl Kosydar, Mike Finegan	
3. Old Business	<ul style="list-style-type: none"> • Emergency Guides • Sidewalk snow and ice protection • Red Bag Kits • Campus AED’s List • Campus Power Outage – Battery pack for generators • Safety Website • Footbaths in public restrooms • Epi-Pens on campus • LAC and ability to lock down in an emergency • Mail Room Package Transport • Crosswalk –Gillet Lane 	<ul style="list-style-type: none"> • Ongoing - Guide approved by Cabinet –Mike Baltrusaitis to develop plan – discuss next steps and direction with administration – Mike Kondrat mentioned may be best to discuss evacuation procedures by specific area, Nancy Gibbons questioned policy for missing work notification, in case of emergency situations to know if person was in or not • Ongoing - Molly Baron to reissue Winter Weather Flyer to MWADMIIN and Student email • Ongoing – Mike Baltrusaitis • Ongoing – Mike Baltrusaitis and Mike Finegan to meet • Ongoing - Myron Marcinek monitoring for time and dollars. Emergency lights working • Ongoing – Molly Baron and Mike Baltrusaitis • Ongoing – Molly Baron • Ongoing – Linda McDade to research. • Ongoing – Mike Baltrusaitis to distribute emergency actions plan and quick reference guide template to committee for review • Ongoing- Mike Baltrusaitis establish formal written procedures – Fed-ex/UPS delivers chemicals • Ongoing – curb cut to LRC, Speed bump viewed as hazard to snow removal, water drainage, light on stop sign needs battery
4. New Business	<ul style="list-style-type: none"> • Using ER2 campus for cautionary announcements • Swartz Center parking on weekends 	<ul style="list-style-type: none"> • Agreed “Black Ice” notifications may be useful. Molly Baron to follow up with Joseph Garvey • 2 hour parking spaces used for longer periods. Fire lane blocked at mass times. Mike Finegan to discuss weekend parking rules and fire lane issue with Joe Garvey
4. Review of accident/incident records	<ul style="list-style-type: none"> • January incidents reviewed 	<ul style="list-style-type: none"> • 3 incidents – 0 recordable
5. Fire drill	<ul style="list-style-type: none"> • Fire drill 	<ul style="list-style-type: none"> • Drill conducted successfully
6. Next meeting /agenda / inspection	<ul style="list-style-type: none"> • March 3, 9:00 a.m. , McGowan Building, Room 1056 	<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		
9. Adjournment	<ul style="list-style-type: none"> • 9:40 a.m. Nancy Gibbons, Mike Finegan 	
10. Committee Building Inspection	<ul style="list-style-type: none"> • O’Neill Center for Healthy Families 	<ul style="list-style-type: none"> • Inspection attendees: Molly Baron, Mike Baltrusaitis, Laurie Munley, Cheryl Kosydar