

**Marywood University Health & Safety Committee Session**

Place: Liguori Conference Room Date: 02/04/2016 Time: 9:00 AM  
 Present: Aaron Simmons, Deanne Garver, Molly Baron, Mike Finegan, Pattie Trapper, Mary Reggie, Nancy Gibbons, Linda McDade, Cheryl Kosydar, David Isgan, Deb Wardach  
 Absent: Myron Marcinek  
 Guests: Kevin Kuna (Marywood University) Jon Barzensky (Chartwells)

<b>Agenda Item</b>	<b>Discussion</b>	<b>Recommendations/Actions</b>
1. Meeting opened	9:00 a.m.	
2. Minutes reviewed / approved	<ul style="list-style-type: none"> <li>January minutes approved Cheryl Kosydar, Mike Finegan</li> </ul>	
3. Opening remarks		
4. Old Business	<ul style="list-style-type: none"> <li>Sidewalk separation hazards/ CHHS and Learning Commons</li> <li>Safety Website</li> <li>LAC and ability to lock down in an emergency</li> <li>Hazard Education Program</li> <li>Door Identification</li> <li>Book Retrieval System – Learning Commons</li> <li>Workplace injury treatment</li>   <li>Construction fencing in former library area</li> <li>Learning Commons outdoor step lighting</li> </ul>	<ul style="list-style-type: none"> <li>Work order submitted</li> <li>Ongoing – Molly Baron and Mike Baltrusaitis – in progress</li> <li>Ongoing – Mike Baltrusaitis reviewing video from Kevin Kuna</li> <li>Ongoing –Ryan Bowers</li> <li>Ongoing - Mike Finegan noted Mike Pasqualicchio</li> <li>Ongoing -Mike Baltrusaitis to do safety walk</li> <li>Ongoing - Molly Baron reviewed with Linda McDade, clarifications to be made re: procedure’s when an incident occurs, transportation is needed, liability issues. Molly Baron and Linda McDade to meet with Amy Paciej-Woodruff to discuss and move forward</li> <li>CLOSED – fencing installed</li> <li>Revisit the lighting situation for outdoor steps at Learning Commons</li> </ul>
5. New Business	<ul style="list-style-type: none"> <li>Active Shooter Training</li>   <li>Chemical Hygiene Plan</li>   <li>Safety Data Sheets</li> </ul>	<ul style="list-style-type: none"> <li>Mike Finegan – 2 officers to attend Train the Trainer session in March - seminar designed to teach employee training, Mike Finegan to provide update in April</li> <li>Deanne Garver noted Mike Baltrusaitis suggested using new template for Chemical Hygiene Officer to review all incidents that occur on campus – Molly Baron and Mike Baltrusaitis to review with Cocciardi</li> <li>Deb Wardach proposed departments campus wide using a new online MSDS system that automatically updates, asking safety committee to advocate for this funding (\$3500 annual cost)</li> </ul>
6. Review of accident/incident records	<ul style="list-style-type: none"> <li>February incidents reviewed</li> </ul>	<ul style="list-style-type: none"> <li>Molly Baron – 2 reportable</li> </ul>
7. Fire drill	<ul style="list-style-type: none"> <li>Fire drill</li> </ul>	<ul style="list-style-type: none"> <li>Mike Finegan – Athletics center in February</li> </ul>
8. Next meeting /agenda / inspection	<ul style="list-style-type: none"> <li>Thursday April 7, Swartz Center</li> </ul>	<ul style="list-style-type: none"> <li>Meeting Agenda – Old Business – New Business – Fire Drill report –Accident and Injury report- Open Forum -Building Inspection</li> </ul>
9. Open forum	<ul style="list-style-type: none"> <li>Learning Commons outdoor step lighting</li>   <li>AED update</li> </ul>	<ul style="list-style-type: none"> <li>Kevin Kuna would like committee to revisit the lighting situation for outdoor steps at the learning commons-added to Old Business</li> <li>Mike Finegan noted all AED’s have new batteries and pads, which expire in 2020</li> </ul>
10. Adjournment	<ul style="list-style-type: none"> <li>9:50 a.m. Patty Trapper, Cheryl Kosydar</li> </ul>	
11. Committee Building Inspection	<ul style="list-style-type: none"> <li>Learning Commons</li> </ul>	<ul style="list-style-type: none"> <li>To be completed at a later date</li> </ul>

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

Respectfully submitted by: Mary Reggie