

**Marywood University Health & Safety Committee Session**

Place: Sette La Verghetta Center for Performing Arts

Date: 07/12//2016

Time: 9:00 AM

Present: Molly Baron, Nancy Gibbons, David Isgan, Myron Marcinek, Mary Reggie, Pattie Trapper, Deb Wardach

Absent: Mike Finegan, Deanne Garver, Cheryl Kosydar, Linda McDade, Aaron Simmons

Guests: Ryan Bowers (Cocciardi and Associates), Kevin Kuna (Marywood)

<b><u>Agenda Item</u></b>	<b><u>Discussion</u></b>	<b><u>Recommendations/Actions</u></b>
1. Meeting opened	9:00 a.m.	
2. Minutes reviewed / approved	<ul style="list-style-type: none"> <li>• June minutes approved Myron Marcinek, Deb Wardach</li> </ul>	
3. Old Business	<ul style="list-style-type: none"> <li>• Safety Website</li> <li>• Hazard Education Program</li>   <li>• Door Identification</li>   <li>• Learning Commons outdoor step lighting</li> <li>• Chemical Hygiene Plan</li> <li>• Accident / Incident reporting –generalized form needed, non-work related accidents</li> <li>• Learning Commons – covered windows</li> <li>• Studio Safety Policy</li> <li>• CPR Summer Training</li> <li>• Science building – carpeting</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing – Molly Baron, website ready to populate</li> <li>• Ongoing – Mike Baltrusaitis – Wendy Yankelitis to review power point presentation</li> <li>• Ongoing – Mike Finegan - Mike Pasqualicchio continuing the process, budget issue</li> <li>• Ongoing – Myron Marcinek – meeting scheduled with contractors</li> <li>• CLOSED –Deanne Garver, plan finalized</li> <li>• Ongoing - Linda McDade –form to be posted on Safety Website</li>   <li>• Ongoing - Mike Finegan to follow up</li> <li>• Ongoing - Mike Baltrusaitis Studio Safety Policy outline developed</li> <li>• Ongoing – need approval to use Cocciardi</li> <li>• Ongoing – Deb Wardach – work order submitted</li> </ul>
4. Tabled Items	<ul style="list-style-type: none"> <li>• LAC and ability to lock down in an emergency</li>   <li>• Workplace injury treatment</li> <li>• Safety Data Sheets</li> <li>• Active Shooter Training</li> </ul>	<ul style="list-style-type: none"> <li>• TABLED – resume after July 1 – update policy with “get-out” rather than “seek shelter”</li> <li>• TABLED – resume July, discuss with Travelers</li> <li>• TABLED - Deb Wardach, revisit in July with new budget</li> <li>• TABLED - Mike Finegan, in planning, policy changes need to be made – revisit in July</li> </ul>
5. New Business	<ul style="list-style-type: none"> <li>• No new business</li> </ul>	
6. Review of accident/incident records	<ul style="list-style-type: none"> <li>• June incidents reviewed</li> </ul>	<ul style="list-style-type: none"> <li>• Molly Baron –1 incident, not recordable</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 – absent, no report</li> </ul>
8. Next meeting /agenda / inspection	<ul style="list-style-type: none"> <li>• Tuesday August 2 9:00 a.m. Insalaco Center Room 106</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>
10. Adjournment	<ul style="list-style-type: none"> <li>• 9:22 a.m. Deb Wardach, Mary Reggie</li> </ul>	
11. Committee Building Inspection	<ul style="list-style-type: none"> <li>• Sette La Verghetta Center for Performing Arts</li> </ul>	<ul style="list-style-type: none"> <li>• Attendees – Patti Trapper, Mary Reggie, Molly Baron, David Isgan, Deb Wardach, Ryan Bowers</li> </ul>

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

Respectfully submitted by: Mary Reggie