

Marvwood University Health & Safety Committee Session

Place: Shields Center for Visual Arts

Date: 09/06//2016 Time: 9:00 AM

Present: Molly Baron, Mike Finegan, Deanne Garver, Nancy Gibbons, Cheryl Kosydar, Myron Marcinek, Linda McDade, Mary Reggie, Pattie Trapper, Deb Wardach

Absent: David Isgan, Aaron Simmons

Guests:

<u>Agenda Item</u>	<u>Discussion</u>	<u>Recommendations/Actions</u>
1. Meeting opened	9:00 a.m.	
2. Minutes reviewed / approved	<ul style="list-style-type: none"> August minutes approved: Deanne Garver, Myron Marcinek 	
3. Opening Remarks	<ul style="list-style-type: none"> Proposed change to meeting schedule TABLED items 	<ul style="list-style-type: none"> Molly Baron - to accommodate staff and faculty members, it was recommended and approved by committee to move the monthly meeting to the first Wednesday at 10:00 a.m. Items moved to monthly agenda
4. Old Business	<ul style="list-style-type: none"> Safety Website Hazard Education Program Learning Commons outdoor step lighting Accident / Incident reporting –generalized form Studio Safety Policy CPR Summer Training Building damage from flooding LAC sidewalks 	<ul style="list-style-type: none"> Ongoing –website being populated Ongoing – Ryan Bowers not present CLOSED – Myron Marcinek – lighting added to walkways, ramps near Madonna Ongoing - Linda McDade to discuss student procedures with Amy Pacej-Woodward Ongoing – Ryan Bowers not present CLOSED - Completed for Campus Safety, revisit at later date for open training CLOSED – Building repairs completed Ongoing – Myron Marcinek reviewing needs and budget
5. New Business	<ul style="list-style-type: none"> Student / employee injuries / transportation Use of SOA building at night 	<ul style="list-style-type: none"> Review request on students / employees should be transported in non-emergency events. Nancy Gibbons to arrange a conference call with Travelers Insurance Concerns on use of SOA building at night and possibility of injuries, is supervision required, is a policy needed
6. Review of accident/incident records	<ul style="list-style-type: none"> July incidents reviewed 	<ul style="list-style-type: none"> 3 incident – 3 recordable
7. Fire drill	<ul style="list-style-type: none"> Fire drill 	<ul style="list-style-type: none"> Mike Finegan – Monthly drills and equipment inspections completed
8. Next meeting /agenda / inspection	<ul style="list-style-type: none"> Wednesday, October 5, 9:00 a.m. Nazareth Student Center-Campus Safety Conference room 	<ul style="list-style-type: none"> Meeting Agenda – Old Business – New Business – Fire Drill report –Accident and Injury report- Open Forum -Building Inspection
9. Adjournment	<ul style="list-style-type: none"> 9:50 a.m. Cheryl Kosydar, Nancy Gibbons 	
10. Committee Building Inspection	<ul style="list-style-type: none"> Shields Center for Visual Arts 	<ul style="list-style-type: none"> Attendees – Molly Baron, Cheryl Kosydar, Pattie Trapper, Mary Reggie

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

Respectfully submitted by: Mary Reggie