

**Marywood University Health & Safety Committee Session**

Place: Nazareth Student Center

Date: 10/05//2016

Time: 10:00 AM

Present: Molly Baron, Mike Finegan, Deanne Garver, Nancy Gibbons, David Isgan, Cheryl Kosydar, Kevin Kuna, Mary Reggie, Aaron Simmons, Pattie Trapper, Deb Wardach

Absent: Myron Marcinek Linda McDade

Guests:

<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>September minutes approved: Deb Wardach, Nancy Gibbons</li> </ul>	
3. Opening Remarks	<ul style="list-style-type: none"> <li>Committee Member appointed</li> </ul>	<ul style="list-style-type: none"> <li>Kevin Kuna appointed to committee</li> </ul>
4. Old Business	<ul style="list-style-type: none"> <li>Safety Website</li> <li>Hazard Education Program</li> <li>Accident / Incident reporting –generalized form</li> <li>Studio Safety Policy</li> <li>LAC sidewalks</li> <li>Student / employee injuries / transportation</li>   <li>Use of SOA building at night</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing –website being populated</li> <li>Ongoing – Ryan Bowers not present</li> <li>Ongoing - Linda McDade</li> <li>Ongoing – Ryan Bowers not present</li> <li>Ongoing – Myron Marcinek reviewing needs and budget</li> <li>Ongoing - Nancy Gibbons to arrange a conference call with Travelers Insurance</li> <li>Ongoing – Molly Baron reviewing with Amy Paciej-Woodruff</li> </ul>
5. New Business	<ul style="list-style-type: none"> <li>Falls on stairs inside Learning Commons</li>   <li>Stop signs at College and Adams</li> <li>Studio Arts sidewalks crumbling</li> </ul>	<ul style="list-style-type: none"> <li>Issue raised on number of falls, Safety Committee asked for recommendations to address problem</li> <li>How to address traffic not stopping</li> <li>All sidewalks are being reviewed by maintenance</li> </ul>
6. Review of accident/incident records	<ul style="list-style-type: none"> <li>September incidents reviewed</li> </ul>	<ul style="list-style-type: none"> <li>2 incidents – 1 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 – Monthly drills and equipment inspections completed</li> </ul>
8. Next meeting /agenda / inspection	<ul style="list-style-type: none"> <li>Wednesday, November 2, 10:00 a.m. LAC Room 216</li> </ul>	<ul style="list-style-type: none"> <li>Annual Safety Committee Training Session</li> <li>Meeting Agenda – Old Business – New Business – Fire Drill report –Accident and Injury report- Open Forum -Building Inspection</li> </ul>
9. Adjournment	<ul style="list-style-type: none"> <li>10:24 a.m. Cheryl Kosydar, Nancy Gibbons</li> </ul>	
10. Committee Building Inspection	<ul style="list-style-type: none"> <li>Nazareth Student Center</li> </ul>	<ul style="list-style-type: none"> <li>Attendees – Molly Baron, Dave Isgan, Cheryl Kosydar, Pattie Trapper, Mary Reggie</li> </ul>

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

Respectfully submitted by: Mary Reggie