

**Marywood University Health & Safety Committee Session**

Place: Liguori Conference Room 1 – Mail Room/Print Shop inspection

Date: 06/06/2017

Time: 9:00 AM

Present: Molly Baron, Nancy Gibbons, Kevin Kuna, Linda McDade, Kerimcan Ozcan, Mary Reggie, Deanne Garver, Deb Wardach, Myron Marcinek, Pattie Trapper, Judith Williams

Excused: Mike Finegan, Cheryl Kosydar

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>May minutes approved with corrections: Nancy Gibbons, Deb Wardach</li> </ul>	
3. Opening Remarks	<ul style="list-style-type: none"> <li>Cocciardi attendance</li> </ul>	<ul style="list-style-type: none"> <li>Cocciardi representative will attend safety meeting quarterly</li> </ul>
4. Old Business	<ul style="list-style-type: none"> <li>Safety Website</li> <li>Hazard Education Program / Safety Data Sheets</li> <li>Accident / Incident reporting –generalized form</li> <li>Student / employee injuries / transportation</li> <li>Use of SOA building at night</li> <li>Active Shooter Training</li> <li>Lab Safety Equipment Inspections</li> <li>CPR / First Aid Training</li> <li>Sharps disposal</li> <li>Doors propped open after hours</li> <li>TCCC Tactical Combat Casualty Control</li> </ul>	<ul style="list-style-type: none"> <li>CLOSED – Molly Baron, website launched, submit website changes, additions to Molly Baron</li> <li>Ongoing –Ryan Bowers</li> <li>Ongoing - Linda McDade, Deb Wardach –Deb Wardach to send committee approved form to Linda McDade to submit to Ann Boland-Chase for review, then posting</li> <li>Ongoing - Nancy Gibbons, still exploring options</li> <li>Ongoing – Mike Baltrusaitis , Ryan Bowers to follow up with Jim Sullivan</li> <li>Ongoing – Mike Finegan Ryan Bowers – training to be scheduled</li> <li>Ongoing – Myron Marcinek, Deb Wardach -</li> <li>Ongoing – Ryan Bowers working with Pat Dunleavy to schedule</li> <li>CLOSED - Molly Baron/ Linda McDade – general awareness email sent to all, and added to safety website</li> <li>Ongoing- Mike Finegan, committee concern - ask safety to send out communications regarding this safety issue</li> <li>Ongoing - Molly Baron - Solicitation email received Ryan Bowers to review what other schools are schools are doing</li> </ul>
5. New Business	<ul style="list-style-type: none"> <li>Art chemical waste list</li> <li>Grainger</li> </ul>	<ul style="list-style-type: none"> <li>Ryan Bowers sent art department chemical waste list to Deb Wardach, Molly to follow up with Ryan</li> <li>Deanne Garver to send document she received from Grainger to the safety committee to review for safety information – possible website updates</li> </ul>
6. Open Forum	Nazareth Sidewalk	Linda McDade noted trip hazard, gaping sidewalk in front of Nazareth, Patti Trapper will have it maintenance review
7. Review of accident/incident records	<ul style="list-style-type: none"> <li>May accident/ incident</li> </ul>	<ul style="list-style-type: none"> <li>1 incident – recordable</li> </ul>
8. Fire drill	<ul style="list-style-type: none"> <li>Fire drill</li> </ul>	<ul style="list-style-type: none"> <li>Mike Finegan - emailed drill list to Molly</li> </ul>
9. Next meeting /agenda / inspection	<ul style="list-style-type: none"> <li>Tuesday, July 11, Swartz Center, Conference Room C</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>9:24 – Deb Wardach, Nancy Gibbons</li> </ul>	
11. Committee Building Inspection	<ul style="list-style-type: none"> <li>Mail Room / Print Shop</li> </ul>	<ul style="list-style-type: none"> <li>Inspection attendees - Molly Baron, Mary Reggie, Patty Trapper Kerimcan Ozcan</li> </ul>