The March meeting of the Workplace Safety Committee took place March 11, 2014 at 10:00 am.

The following members attended:

Sam Alba  Jim Gaffney  Rick Noel (advisor)
Mike Baltrusaitis (advisor)  Ray Gaylets  Clay Nottelmann
Annie Barnoski  Renee Giovagnoli  Pete Sakowski
Don Bergmann  Bill Hurst  Cathy Schneider
Mark Carmody  

The following committee members were unable to attend the meeting:

Michelle Boughton  Megan Davitt  Brian Griguts

Open Issues

Ergonomics (Sub-committee) – Gil reported to Mike that Traveler’s would like to continue with the Ergonomics Sub-committee work. A meeting with sub-committee members will be arranged. Suggestion was to conduct the meeting before or after the next Workplace Safety Committee meeting. Mark Carmody suggested that Annie Barnoski join the committee. Mike will schedule the meeting and alert the members of the date and time. Jim Gaffney feels it might be beneficial to have someone from his group added to the sub-committee. Mike will wait a recommendation from Jim.

Physical Plant Safety Manual/SOP (Mike/Mark/Jim) – Third draft was provided to Mark Carmody and Jim Gaffney. Mark said it is ok and ready to go forward from his standpoint. Jim will take a look at it and notify Mike by the end of the week if there are any changes. The next phase is review by Jim Devers. Clay Nottelmann asked whether he needed to look at it from a HR perspective. Ready to be reviewed by Jim Devers. Mike and Mark will put it together and coordinate the next phase. At this point Jim Devers will review.

Fire Safety at Special Events (Mike) – Mike is in the process of reaching out to various groups that have been identified and plans to meet with them to explain what is needed when events are held on campus. Mike will provide a report to Don with recommendations on how the University should proceed so compliant. Clay Nottelmann indicated he will need a list of those targeted before any meeting or training is set. Mike will provide the list to Clay for his review and discussion.

Fire Drills (Mike/Michelle) – Thanks go out to Michelle Boughton, Residence Life Staff, and University Police for their assistance in conducting the fire drills in the residence halls. Requirements are for drills in residence halls to be conducted once each semester. A few simple issues were uncovered (i.e. glass missing from a pull station). All issues have been reported to the appropriate department for corrective action. Good response from the students this year with students complying. Any violations would have been reported to Student Conduct. Rick Noel offered that a good case study for need to conduct drills is the Seton Hall fire.

New Business

McDade Hall Re-inspections – Mike completed a 6 month checkup and found they are in compliance, no areas of concern noted even with them in the middle of a production.

CMA Boiler Inspection – Discussion by Jim Gaffney on the recent inspections and their findings. A few minor issues are being corrected. The findings will be filed with Harrisburg. Recommendation that any letter be included in the Workplace Safety Committee minutes for future audits. Jim will provide Sharon with a copy of the certifications when received.
Smoke Detectors - Mike reported that a productive meeting on smoke detectors in residence halls took place on Monday, March 10, 2014. HSA and Simplex attended the meeting to review the possibility of changing detector styles. Good suggestion and overview of how they operate and the issues we are having. A meeting with Scranton Fire will be scheduled to discuss possible re-design.

Accident/Incident Review – Nine (9) accident reported – six (6) related to icy conditions; four (4) of the six (6) were at or near main entrances
Discussion on cause. Cathy Schneider reports it was due to thawing and then flash freezing when the temperature dropped at night. Facilities were out constantly salting. Rick Noel suggested it might be worth looking into the number of employees on the shift and maybe brining in extras.
Review indicated that the falls were not the result of any issue (puddles – broken rain gutters etc.).
Discussion on the Supervisors Accident Supplemental Report that use to be filled out. Suggestion to review the guidelines was make. Rick suggested that Travelers’ would be able to provide training in how to complete accident forms and investigate accidents. Clay will discuss with Patti and will talk to HR about development of a possible checklist. Mike will send Clay a copy of the form currently used.

Meeting Reminder –
Next meeting of the Workplace Safety Committee will take place at 10am on Tuesday, April 8, 2014 in the Public Safety Conference Room. Training will take place so notify Mike if you need to re-schedule your training. NOTE: Please print a copy of the minutes and bring them to the next meeting.

Distribution - *member of committee
Sam Alba*                        Jim Gaffney*                        Anitra McShea
Mike Baltrusaitis (Cocciardi –advisor) Ray Gaylets*                        Rick Noel (advisor)
Annie Barnoski*                   Renee Giovagnoli
Don Bergmann*                     Brian Griguts
Michelle Boughton*                 Bill Hurst*
Mark Carmody*                     Barb King
Megan Davitt*                      Jim Loven
Jim Devers                        Dave Marx
Kathleen Dwyer                     Gil Murray (advisor)
Megan Davitt*                      Jim Loven
Jim Devers                        Dave Marx
Kathleen Dwyer                     Gil Murray (advisor)
Megan Davitt*                      Jim Loven
Jim Devers                        Dave Marx
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