# Workplace Safety Committee Monthly Minutes

**Meeting:**  February 2015  
**Date:**  2/10/15  
**Time:**  10:00  
**Location:**  DeNaples Center 404

## Attendance:
- ☒ Mark Carmody  
- ☒ Ann Barnoski  
- ☒ Pete Sakowski  
- ☐ Donald Bergmann  
- ☐ Sam Alba  
- ☐ Hugh Sentivan  
- ☐ Clay Nottelmann  
- ☐ Bill Hurst  
- ☐ Brian Griguts  
- ☐ Michelle Boughton  
- ☐ Renee Giovagnoli  
- ☐ Mary Ellen Pichiarello  
- ☐ Jim Gaffney  
- ☐ Cathy Schneider  
- ☐ Ray Gaylets  
- ☒ Mike Baltrusaitis (Advisor)  
- ☒ Michael Havel (MEMIC)  
- ☒ Megan Davitt

## I. Call to Order

## II. Quorum Count/Roll Call

Quorum met

## III. Review/Approval of Minutes

Approved

## IV. Standing Items

<table>
<thead>
<tr>
<th>No.</th>
<th>Topic</th>
<th>Discussion</th>
<th>Presenter</th>
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</thead>
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| 1.  | Fire Safety                | **Emergency Postings**- Postings are in place for approximately 80% of the buildings, expected to be complete by the end of the month. See Attachment.  
**Item Closed.**  

**Evacuation Planning**- The final draft recently completed, will be distributed to committee and affected departments.  

**CO Alarms**- Mark discussed the upgrade plans for the University’s compliance with the new CO Alarm requirements. Information has been provided to the University’s engineer, HSA. The initial plan is to upgrade all systems where required to tie the CO alarms into the system. Local CO alarms are in place for the walk-up houses. The University will have 18 months to comply once the Bill is passed. | Mike,  
Mark.  |
| 2.  | Science Incident Reporting| Renee previously reported that the SOP will be discussed at the February Dean’s meeting and that the SOP may be extended to all of CAS. No Update | Renee.  |
| 3.  | Hepatitis B Vaccination    | Public Safety, Cocciardi and HR are currently working on a revised procedure for employees to obtain their HB Vaccinations due to billing issues with Moses Taylor Hospital. | Mike.  |
V. New Business

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<tbody>
<tr>
<td>1.</td>
<td>Safety Inspections</td>
<td>Cocciardi completed an inspection of the Girl Scout House in January. A report was distributed to the committee and is attached. Cocciardi will work with Facilities on the findings.</td>
<td>Mike.</td>
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<td>2.</td>
<td>Wellness Fair - Ergonomics</td>
<td>The Committee will have a booth at this year’s wellness fair on March 17th regarding Ergonomics.</td>
<td>Mike.</td>
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<td>3.</td>
<td>Introduction - MEMIC</td>
<td>Michael Havel, MS, CSP introduced himself and MEMIC. Michael will be added to the committee’s distribution list.</td>
<td>Mike H.</td>
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<td>4.</td>
<td>Fire Safety</td>
<td>The next inspection will include a review of fire safety programs and records.</td>
<td>Mike.</td>
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<td>5.</td>
<td>Evacuation Drills</td>
<td>Spring Semester drills for residence halls starting this week.</td>
<td>Michelle, Mike</td>
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<td>6.</td>
<td>St. Thomas/ECRC Throughway</td>
<td>Discussion on relocating the sign or installing a barricade (bollard) precluding driving through the throughway under Comm Wing. Mark will investigate options.</td>
<td>Pete</td>
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VI. Accident Review

- Incident involving construction site at McGurrin Hall.
- Incident involving a potential needlestick issue discussed.
- Employee fell off University property due to accumulation of snow and ice on a city street.
- Employee burned due to resident student leaving an iron on.

VII. Adjourn