Workplace Safety Committee Monthly Minutes

Meeting: July 2015
Date: 7/21/15
Time: 10:00
Location: Public Safety Conference Room

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

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>
<tbody>
<tr>
<td>1.</td>
<td>Fire Safety</td>
<td>Meetings between Public Safety/Police (Davitt) and Facilities (Devers) are ongoing. At this time there have been no statues/laws passed and the topic remains in discussion with University representatives and Simplex. No update was available on the status of the MOU/SOP.</td>
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<td>2.</td>
<td>Science Incident Reporting</td>
<td>The University is awaiting Dean’s approval on the Incident Reporting form/tool.</td>
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<td>3.</td>
<td>Exposure Control Plan, HBV</td>
<td>No update was available.</td>
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<td>4.</td>
<td>Spring/Summer Projects</td>
<td>Railway project is on schedule to be completed 08/21; however a permit issue has developed with the City and the contractor. Crosswalks have not been started yet. Dorm Widows are reported as 95% completed. Some issue remain for certain windows that do not accommodate stops easily. These windows may be retrofitted by Facilities if manufactured stops are not available.</td>
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<td>1.</td>
<td>Lead Paint Survey</td>
<td>8 out of 11 buildings complete. Jim Gaffney introduced that some additional off campus buildings may be added to the list of surveys needed. Jim will discuss with M. Baltrusaitis to determine if these structures already have completed surveys.</td>
<td>Jim Gaffney</td>
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<td>2.</td>
<td>AED Purchases</td>
<td>Awaiting pricing schedule when multiple AED units are purchased. It is anticipated that 1 to 2 additional units will need to be purchased.</td>
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<td>3.</td>
<td>Footbridge Inspection</td>
<td>It was reported that the pedestrian footbridge over the Scranton Expressway has exposed holes in the decking. Questions arose as to whom is responsible for the bridge and who is completing inspections. Facilities representatives will investigate.</td>
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<td>4.</td>
<td>Storage</td>
<td>Multiple storage issues were discussed. The concerns of the group were that storage of no-facilities equipment and goods is occurring and this material may impede mechanical equipment in these rooms. M. Davitt will contact M. Baltrusaitis to conduct a site specific review of structure to determine the appropriate path forward.</td>
<td>M. Davitt</td>
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<td>5.</td>
<td>Bucket Truck</td>
<td>J. Gaffney reported that a new bucket truck was recently received and put into service. The unit a 40 foot model, was trained on from the supplier and all Facilities staff anticipated to utilize the lift have been included.</td>
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6. **Arc Flash Study**
   An Arc Flash Study is being conducted by a vendor (Arris) for the Facilities Department. They have completed approximately 4 to 5 site visits and the final deliverable is anticipated in the near future.

7. **Scaffolding Training**
   Facilities reported that all Carpenters recently completed a 32 hour program in Scaffolding Safety.

### VI. Accident Review
Two Lost Time Incidents were reported; however incident reports or documentation was not provided at the time of the meeting. It was discussed that the overall Accident Investigation and Reporting Program be reviewed with the Committee at an upcoming meeting.

### VII. Adjourn