

To: Workplace Safety Committee
From: Donald Bergmann, Chair
Date: April 8, 2014
RE: Minutes of the April Workplace Safety Committee Meeting

The March meeting of the Workplace Safety Committee took place April 8, 2014 at 10:00 am.

The following members attended:

Sam Alba	Mark Carmody	Bill Hurst
Mike Baltrusaitis (advisor)	Jim Gaffney	Rick Noel (advisor)
Annie Barnoski	Ray Gaylets	Pete Sakowski
Don Bergmann	Brian Griguts	Cathy Schneider
Michelle Boughton		Hugh Sentivan

The following committee members were unable to attend the meeting:

Megan Davitt	Clay Nottelmann	Mary Ellen Pichiarello
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Open Issues

Ergonomics (Sub-committee) – Meeting of the sub-committee is set for immediately following the Workplace Safety Committee meeting. Gil Murray will attend. Intent is to eventually get Traveler's Insurance involved as a resource. Mike will report sub-committee meeting details at the May meeting.

Physical Plant Safety Manual/SOP (Mike/Mark/Jim) – Final draft sent to Jim Devers for review. The minor revisions suggested by Jim Devers will be made with Mike forwarding the revised draft to the committee for review and input.

Fire Safety at Special Events (Mike) – This issue is still pending, waiting clarification from HR on how they want to proceed. Some departments have undergone training in procedures for special events and what is expected of the hosting department. The goal is to get more of the University community on board as far as compliance. Rick Noel mentioned that United Educators might be a good resource and he will search for information and forward anything he finds to Mike. Discussion that it might not be what we are looking for but may be helpful and won't hurt to take a look at it. Michelle provided information on how this issue was handled at schools she worked at in the past – a presence was designated at each event and identified by a "staff shirt". Still needs work and goal is to have department that sponsors the event take control.

Smoke Detectors (Mike) – Don and Mike met with Scranton Fire Department and proposed modification of the detector configuration used on campus. This measure will help eliminate unnecessary alarms and save dollars the University pays for each response by SFD and reduce use of SFD resources in unwarranted response. No response from SFD yet. Rick Noel asked about the Fire Alarm report the committee use to receive and review. Right now the report would not be useful since some of the alarms received should be classified as "local" but are coming in as "general alarms". Once the modifications are made and the report makes more sense it will be shared with the committee. Mike gave an overview of a new Act in PA (took effect in December) that deals with Carbon Monoxide Alarms. Facilities, Health and Safety and Public Safety met to discuss and drafted a letter to the state asking for clarification. Initial thoughts were that the Act covers only houses (i.e. off-campus University owned housing) but some thought it included resident halls (dorms). Mike hopes to have more information in May. It was suggested he reach out to Penn State (main) and find out how they are interpreting.

New Business

Campus Smoking Policy – Mike brought to the committee a number of questions pertaining to the University smoking policy for discussion

- Smoking right outside building entrance/exit doors – Those questioning Mike feel it is a health issue. Mike has observed this practice in the area of the Loyola Science Center and St. Thomas. Discussion on how

should this be approached. Do we want to work towards designated smoking areas? Is what we have working. Are there mixed messages with receptacles being available right outside the door. Do we, as a committee, have a role? Education may be helpful.

- E-cigarettes – Mike has received information regarding students using these devices in office space and/or classrooms. What is the policy? Student Conduct classifies e-cigarettes the same as cigarettes, staff handbook does not address. After discussion monitor for now.

Accident/Incident Review – One (1) accident reported this period. Accident involved a back strain from lifting a 5 gal. bucket with cement and sign post into the back of a truck. Proper procedures were followed but it was the way the person twisted causing the injury.

Meeting Reminder –

Next meeting of the Workplace Safety Committee will take place at 10am on Tuesday, May 13, 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*

Mike Baltrusaitis (Cocciardi –advisor)

Annie Barnoski*

Don Bergmann*

Michelle Boughton*

Mark Carmody*

Megan Davitt*

Jim Devers

Kathleen Dwyer

Jim Gaffney*

Ray Gaylets*

Renee Giovagnoli

Brian Griguts

Bill Hurst*

Barb King

Jim Loven

Dave Marx

Gil Murray (advisor)

Anitra McShea

Rick Noel (advisor)

Clay Nottelmann*

Mary Ellen Pichiarello*

Pete Sakowski*

Cathy Schneider*

Hugh Sentivan*

Ed Steinmetz

Rick Trygar