

To: Workplace Safety Committee
From: Donald Bergmann, Chair
Date: January 14, 2014
RE: Minutes of the January Workplace Safety Committee Meeting

The December meeting of the Workplace Safety Committee took place January 14, 2014 at 10:00 am. Mary Wagner joined us for the meeting.

The following members attended:

Sam Alba	Michelle Boughton	Rick Noel (advisor)
Mike Baltrusaitis (advisor)	Mark Carmody	Mary Ellen Pichiarello
Annie Barnoski	Jim Gaffney	Pete Sakowski
Don Bergmann	Ray Gaylets	Hugh Sentivan
	Bill Hurst	

The following committee members were unable to attend the meeting:

Megan Davitt	Brian Griguts	Clay Nottelmann
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Open Issues

Ergonomics (Subcommittee) – Hit a “snag”. New vendor is coming on board as our Worker’s Compensation carrier and may not have the same services to offer. Mike B. will make contact with Travelers to learn what they have available. A sub-committee meeting will be scheduled in the next few weeks. Reports back on the open sessions held in the fall were favorable. Additional sessions may follow with an update from Mike via e-mail when details are available.

Physical Plant Safety Manual/SOP (Mike/Mark/Jim) – Second revisions were made and with the exception of a re-look at the incident report sheet it is ready to go to Devers. Once a final draft is available it will be brought to the committee for their review.

Campus Lighting – ECRC area still perceived as an issue. Light measures in this area in the fall were acceptable. Mark Carmody will provide the findings to Mike B. Pete reports still hearing comments and the perception is that it is a dark area of campus. Mar Ellen provided details on the exact location (the rear door from St. Thomas to Catlin Court). Recommendation was made to submit to the FIP for additional lighting. Don will check with Mark Murphy to find out if this lighting is already on the plan before submitting to FIP.

Fire Safety at Special Events (Mike) – Group occupancy signs are in place. First training of those hosting groups will take place on January 16. Mike will put together and distribute to members of the committee a fact sheet on what needs to take place when any assembly is held on campus; members are asked to review and provide feedback. Codes and requirements must be followed so those involved in “hosting” events on campus are expected to be in compliance. It is the goal to train volunteers, staff, ushers etc. so they are aware of procedures in the event of an emergency. Bill Hurst suggested adding Schmil Forum library staff for events taking place in the Heritage Room. If anyone has additional ideas of a group needing the training let Mike B. know.

Discussion took place on past use of Fire Marshall from Scranton to serve in this roll. Intent is no specific Fire Marshall to be designated and that everyone involved in the event is to share responsibility and be aware of need for fire safety. Correct term to use is Crowd Manager. Mike looked into what other schools did to comply and feels our training and procedure is the way to go.

New Business

Recommendations for Quarterly Inspections – Residence Hall (houses) – Boiler Rooms

A follow-up inspection in McDade will take place in January to ensure they remain in compliance.

Fire Drills – Residence Hall Spring Semester 2014 – Need to schedule. Michelle B. will set up a tentative schedule similar to what was used in the fall and coordinate with Mike. It is anticipated the drills will be conducted over a two week period.

Committee Goals for 2014 –

- Continue with Ergonomics
- Continue Inspections (e-mail Mike with suggestions)
- Share dates of fire drills and inspections with the committee for possible involvement
- Advertisement of committee so all know it exists. Possible ITower slide
- Review committee structure and maybe set term limits

Training on Campus – Last CPR/First Aid was not heavily attended with some people classified as “no show” after having signed up. Fire extinguisher went well and will be offered again. Suggestion for training is that it be scheduled during breaks or over the summer to provide the opportunity for better attendance.

Accidents –None for review.

Meeting Reminder –

Next meeting of the Workplace Safety Committee will take place at 10am on Tuesday, February 11, 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