ALVERNIA UNIVERSITY SAFETY COMMITTEE
MEETING MINUTES

To: Safety Committee Members: Kevin Burns, Jeanne Brown, Brad Deloach, Lori Medvidik, Joseph Miller, Suzanne Miller, Tamara Noecker, Mark Piekarski, Michael Reppert, Kera Wierzbicki, Nick Yando

Safety Committee Guests: Ted Romberger (SGI), Allyson Mullin (Mosteller & Associates), Amanda Frankhouser (Mosteller & Associates)

cc: Carol Munn-Donkin (Alvernia University), Betty Civitarese (Alvernia University), Patrick Shannon (Alvernia University), Ralph Thompson (Alvernia University), Doug Smith (Alvernia University), Joseph Thomas (SGI), Ken Norwitz (Willis), Paul Becker (Lackawanna Insurance Group), Patrick Shannon (Alvernia University)

From: Kera Wierzbicki

Date: Tuesday December 4, 2012

Time: 10:30 AM

Place: Polish-American Room in the Library

Safety Committee Members Present: Jeanne Brown, Kevin Burns, Lori Medvidik, Joseph Miller, Suzanne Miller, Tamara Noecker, Mark Piekarski, Michael Reppert, Kera Wierzbicki, Nick Yando

Safety Committee Members Absent: Brad Deloach

Safety Committee Guests Present: Ted Romberger (SGI), Patrick Shannon (Alvernia University), Paul Becker (Lackawanna Insurance Group)

Agenda:

I. Review and approval of last month’s Safety Committee minutes.

II. Review of last month’s OSHA 300 log for accidents:
   a. There were no incidents in November.

III. Other safety related items:
   a. K.Wierzbicki still has not been successful in contacting the Cheltenham Township fire department to set up fire extinguisher/safety training for the Philadelphia campus. She has called and left messages several times but has not yet received a response.
   b. Building inspections for all buildings have been completed.
   c. The City of Reading Fire Department held a full-scale drill in Clare Hall on Tuesday November 13th at 6:30pm. The residents in Clare Hall were enthusiastic and the program was well received. The fire marshal would like to do this drill on a regular basis (once a year).
   d. The revised Electrical Safety plan is still not yet complete. K.Wierzbicki is still making the revisions recommended at the November 1st training.
   e. K.Wierzbicki has not had a chance to continue the posting of the Evacuation Routes in the buildings. This is still a top priority.
   f. K.Wierzbicki said that the Pennsylvania Dept. of Labor & Industry would be conducting an audit of the Safety Committee on December 20, 2012.
   g. K.Wierzbicki talked to M.Laws in Facilities regarding installation of snow caps on buildings. Due to the cost, installation is not feasible at this point.

IV. Next meeting: Tuesday January 8, 2013 at 10:30am in the Polish-American Room in the Library.

V. Adjournment