ALVERMIA UNIVERSITY SAFETY COMMITTEE
MEETING MINUTES

To: Safety Committee Members: David Archambault, Kevin Burns, Jason Deitz, Troy High, Susan Kane, Sandy Kroenig, Suzanne Miller, Janice Stock, Kera Wierzbicki

Safety Committee Guests: Susan Curtis (Mosteller & Associates)

cc: Carol Munn (Alvernia University), Betty Civitarese (Alvernia University), Patrick Shannon (Alvernia University), Doug Smith (Alvernia University), Ken Norwitz (Willis), Paul Becker (Lackawanna Insurance Group)

From: Kera Wierzbicki

Date: Tuesday June 3, 2014

Time: 10:30 AM

Place: Polish-American Room in the Library

Safety Committee Members Present: Kevin Burns, Troy High, Susan Kane, Sandy Kroenig, Suzanne Miller, Janice Stock, Kera Wierzbicki

Safety Committee Members Absent: David Archambault, Jason Deitz

Safety Committee Guests Present: Susan Curtis (Mosteller & Associates), Paul Becker (Lackawanna Insurance Group), Janice Morris (Lackawanna Insurance Group)

Agenda:

I. Introduction of the new Safety Committee members and overview of the Alvernia University Safety Committee

II. Safety Committee Minutes:
   a. The Committee reviewed and approved the minutes from the May 2014 Safety Committee meeting.

III. Employee Incidents and Near Misses:
   a. There was one OSHA Non-Reportable incident in May:
      i. A student worker was moving tables in the PEC. As he and another student worker were placing a table in the elevator, the first student worker handed the table off to the other worker and turned around. The other student worker was unable to hold onto the table and dropped it causing the table to drop and fall on the first worker, striking him in the back. The worker complained of back pain but required no follow-up care. Cause of accident: Unsafe act (Poor communication regarding lifting procedures; improper lifting).

IV. Safety related items:
   a. Members voted to keep the meetings on the first Tuesday of the month at 10:30am
   b. Members voted to hold the required training at the July meeting. P.Becker of Lackawanna Insurance will do the training.
   c. A Safety Committee member mentioned that a couple of student workers were weed-whacking alongside Adams Street. One worker was dressed all in black and the Committee member asked about the need for student workers to wear high-visibility apparel. K.Wierzbicki said that the Grounds department was issued hi-viz vests three years ago and that the full-time Grounds crew just ordered hi-viz T-shirts. She said that she would talk to Facilities about having the student workers wear hi-viz too.

IV. Next meeting: Tuesday July 1, 2014 at 10:30am in the Polish-American Room in the Library.

V. Adjournment