ALVERNIA UNIVERSITY SAFETY COMMITTEE
MEETING MINUTES

To: Safety Committee Members: Don Brennan, Kevin Burns, Anthony Cipolla, Richelle Haas, Chrissy Lindahl, Suzanne Miller, Drena Romberger, Janice Stock, Kera Wierzbicki

Safety Committee Guests: Ted Romberger (SGI), Susan Curtis (Mosteller & Associates)

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

From: Kera Wierzbicki

Date: Tuesday June 4, 2013

Time: 10:30 AM

Place: Polish-American Room in the Library

Safety Committee Members Present: Kevin Burns, Anthony Cipolla, Richelle Haas, Chrissy Lindahl, Suzanne Miller, Drena Romberger, Janice Stock, Kera Wierzbicki

Safety Committee Members Absent: Don Brennan

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

Agenda:

I. Introduction of Paul Becker of Lackawanna Insurance and Safety Committee members

II. The video It Only Takes a Second by Aurora Pictures was shown

III. Safety Committee Minutes:
   a. The Committee reviewed and approved the minutes from the May 2013 Safety Committee meeting.

IV. Employee Incidents and Near Misses:
   a. There was one employee incident in May (Non-reportable).
      i. An employee was walking down the hallway on the 200 level of Bernardine Hall. She fell into the Coke machine causing a bruise on her forehead. The responding Public Safety officer did not notice any obvious hazards that would have caused the employee to trip and fall. The employee did say that she had fused bones in her ankle from a prior accident and that sometimes her foot does not lift properly. The employee also admitted to wearing flip-flops. The employee went to the emergency room but did not require any treatment. Possible causes of incident: employee did not lift her foot fully; improper footwear (flip-flops); employee blacked out and fell. The actual cause is not known. Corrective actions: The accident appears to be a freak incident; No corrective actions at this time.

V. Safety related items:
   a. Members voted to keep the monthly meetings on the first Tuesday of the month at 10:30am (except for the July meeting due to the holiday)
   b. Members agreed to have the required Safety Committee training at the July meeting. P.Becker agreed to do the training.
   c. K.Wierzbicki discussed the roles and responsibilities of the Safety Committee (employee-focused; building inspections; accident investigations; what to do if an unsafe act or condition is noticed; Employee Incident Reports)

IV. Next meeting: Tuesday July 9, 2013 at 10:30am in the Polish-American Room in the Library.

V. Adjournment