

Health & Safety Meeting Minutes
Wednesday, November 20, 2013
Maxcy Hall, Wilson Conference Room
10:30 AM

IN ATTENDANCE: M. Berman, P. Cappuccia, M. Carroll, D. Mercado, D. Parker, J. Passaretti, M. Pierce, R. Quagliani, T. Randall, R. Rutherford, M. Vignale

ABSENT: L. Annino, N. Chamberland, M. DeLieto, N. Hollender-Celico, L. Keeley, D. Linder, P. Massey, N. McGrath

Meeting called to order at 10:34 AM by R. Quagliani, Chair

1. Approval of minutes from September 18, 2013: motion to approve by P. Pecka, seconded by M. Berman. All in favor, motion passed.
2. Old Business:
 - a. Active Shooter Training – Students: Two sessions were held and attended by over 70 people. Employees also attended the training. Another session will be offered again in February 2014.
 - b. Card Access – Buckman Hall: Several quotes are floating around regarding this. All work for card access must go thru Campus Police. Funds are not available at this time for a project like this; however, it is a number one priority on next year's capital list.
3. New Business
 - a. Environmental Safety Update (M. Vignale): Several updates provided by M. Vignale including: met with lab managers last week for their standard meeting. Faculty would also like to be included in active shooter training. Accident reports have been updated. Spill Prevention Plan is being developed for the Orange Campus. Last week a hazardous waste was removed from campus. Blood Borne Pathogens training will be coming up. Working on a policy regarding space heaters. Mask testing was completed this morning.
 - b. Smoking On-Campus (P. Cappuccia): Initiative from President Kaplan, a committee has been formed and will update the Health and Safety committee of progress. As a reminder of the smoking policy – E Cigarettes are considered the same as a cigarette.
 - c. Parking
 - i. New Residence Hall: on schedule for August 2014 completion. Will gain 170 parking spaces when complete.
 - ii. ESUMS: Project has been delayed, we will have use of the Kayo lot until they begin construction.
 - iii. RT 1/Hoffman Lot: Contribution from Mr. Celentano, will gain 200 parking spaces.
 - d. Fire Safety Week (Oct 6-12)

- iv. Ni-Fast: On line fire safety program for students.
- v. Fire Drills, Burn Box, Safety Tips, Fire Extinguishers: working with the Fire Science Department to enhance fire safety on campus.

e. Orange Campus

- vi. Security Planning (CCTV, Card Access): Human security along with CCTV's and card access.
- vii. Parking/Transportation: shuttle service will be established for the campus.
- viii. AED, Food Service: AED's are being ordered for campus. Food service will be available from approximately 3 – 10 PM.

f. Public Safety

- ix. Campus Safety Walk Debrief (D. Parker): Approximately 150 students and 10 staff/faculty showed up. Campus was divided into 10 zones. Approximately 100 issues were identified. Minor in size, along with some long term issues that can be worked into future plans. End of the semester a report will be ready from this walk. P. Pecka has requested a copy for Workers Compensation issues.
- x. Emergency Response Guidebooks (NEW): R. Quagliani distributed updated Emergency Response Guidebooks to committee.

4. Open Floor:

New stairwell signage in Dodds needs to be looked at – the wording is very confusing. M. Pierce will address.

Snow plan is being worked on by Facilities Management. R. Rutherford

Social Media will be added to emergency notifications. R. Quagliani

No burning candles in buildings need to be addressed with occupants of Maxcy Hall. Appears that some of the new employees are not aware of this policy.

Space heaters will now need to be approved by facilities before given out to employees. A new policy is being written regarding this.

Meeting adjourned at 11:35 AM.

Next meeting will be held on Wednesday, January 22, 2013, 10:30 AM in the Wilson Conference Room.