

**MUHLENBERG COLLEGE**  
**Safety Committee Meeting**  
**December 6, 2019**  
**LSC 239**  
**9:00 a.m.**

**Attending Members:**

Beth Buechler, Eric Covell, Jessica Bien Covell, Brenda Lakis, Jason Feiertag, Brian Fidati, Will Rantz, Brett Fulton, Merritt Jacob, Diane Dologite, Joseph Spirko, Stephanie Flores, Stephen Nemes, Mike Becker, Katherine Kressler, Adam Ortwein.

**Members Absent:**

Tracy Velekei, Brynnmarie Dorsey, Erin Murray

**Minutes:**

Diane Dologite proposed a motion to approve the minutes. Steve Nemes seconded, and the motion was approved by the Committee.

**Accident and Injury Report:**

There was one new report.

Total claims for this year is 18.

**Building and Grounds inspections:**

Joe Spirko inspected the Gabriel House and the Office of Communications. A few lights were out and a few personal space heaters were spotted.

The lightbulbs were replaced and Brett Fulton will send out an email reminding campus members to call Plant Ops if their offices are cold.

Mr. Spirko will inspect Seegers Union and Sodexo next month.

Mike Becker reported that he is working on a quote to repair the Seegers Union loading dock and door.

Adam Ortwein reported that he is working on creating a "Take 60" checklist for everyone to use in and around their buildings and offices. Examples: fire extinguishers, light fixtures.

### **AED –review feedback from other institutions**

Jason Feiertag had emailed the committee a questionnaire about how the LVAIC schools determine which buildings to place AED's.

Steve Nemes suggested adding a link on the Campus Safety web page with a map showing where all of our AED's and Epi pens are located on campus. Mr. Nemes also suggested adding this link to the daily campus email.

### **Policy Review:**

The Safety Committee continued reviewing respiratory policy information from other schools.

### **Around the Horn:**

Brenda Lakis will send out a date for waste pick up in January.

### **Next Meeting:**

December 17, 2019

9:00 a.m., C.A. 264

Respectfully Submitted,

Beth Buechler