Occupational Safety Committee
Third Quarter Meeting
Dimond Library, Room 537
September 15, 2011 @ 9:00am

Agenda

- Welcome and Introduction
- Review and Approve June Meeting Minutes
- 2011 Losses to date
- Indoor Air Quality
- Ergonomics Training
- Leavitt Center Traffic
- Fall Safety
- Hazardous Building Materials Survey update
- Visitor Parking/Winter Conditions
- Other Business
UNH Occupational Safety Committee Meeting
Thursday September 15, 2011
Dimond Library, Room 537

Members Present:

Guy Eaton UNH Facilities (Facility Operations)
Nora Molloy Memorial Union Building
Gene Gargano Housekeeping
Brian Cournoyer Office of Environmental Health and Safety
Dean Elder Animal Resources Office
Carolyn Kimball Athletics
Dennis Dupuis Health Services
David Foote Cooperative Extension
Mariah Bellington Human Resources
Susanne Bennett UNH Facilities (Contracts Management)
Colin Williams Small Projects Construction Team
Steven Luber Housing

Members Absent:

Eleta Exline Library Administration
Eric Gibson University Hospitality Services
Dan Corbeil Information Technologies
David Leach Campus Recreation
Brandon Colby Energy and Campus Development (Utilities)
Gary Sears UNH-Manchester and University Police

The meeting was brought to order at 9:00 am. A quorum was present. The minutes of the June 16, 2011 Occupational Safety Committee meeting were distributed and reviewed. Committee member Williams made a motion to adopt the minutes. The motion was seconded by committee member Gargano and adopted by unanimous vote.

Committee member Bellington provided an update of losses for calendar year 2011. To date there have been 172 incidents resulting in approximately $169,000 in losses. This is a reduction when compared to 2010 where, in 2010 to date, 218 claims had resulted in approximately $526,000 in losses. Falls continue to have the greatest frequency and be the leading cause of financial losses to UNH resulting in approximately $70,000 to date. Hospitality Services and Facilities continue to result in the greatest frequency of losses with 58 and 32 respectively.

Committee member Cournoyer introduced the concept of an Indoor Air Quality management plan that focuses efforts on communication, outreach, and education. The purpose would be to formalize the chain of command in regards to reporting IAQ concerns and open lines of communication between affected parties. In addition the plan would emphasize education and training for all levels of employees that could be involved with all facets of IAQ to include dealing with initial complaints, follow-up assessments, and developing correction actions. The concept was discussed and openly accepted as a good idea. Several recommendations were presented in regards to communication that included copying all department leaders (Directors, Deans, and VP’s) on all IAQ complaints, and notification of the President’s office of those complaints.
involving students. In addition, a formalized complaint notification process that would involve contacting OEHS and Facilities Call Center on all IAQ/mold related issues. OEHS is to prepare a draft IAQ management plan and forward it to the committee prior to the fourth quarter meeting.

Committee member Cournoyer discussed addressing ergonomics that involve manual material handling/lifting through training and education. OEHS is already scheduled to conduct material handling/back safety training for Dining Services as part of their emphasis to reduce injuries. To further promote ergonomics OEHS requested any department interested in ergonomics training to contact Committee Member Cournoyer to schedule.

Committee member Eaton continued discussing the status of the Leavitt Center traffic issue brought up by Gene Gargano. Discussions have been initiated with Paul Dean, Durham PD, and Dirk Timmons, UNH Transportation, however to date no on-site meeting/discussion has taken place. Guy to request an on-site meeting to walk and review areas in questions and inform committee members of meeting once scheduled.

In an emphasis to promote safety on campus committee member Cournoyer provided the members in attendance with an Autumn Safety Tips hand out. The handout provides information on a variety of safety related issues and tips that are common during the fall months. Information includes chimney and furnace safety, trick-or-treat awareness, outdoor activities, back to school, and pet safety. It is intended to be posted and made available for all for informational purposes.

Committee member Cournoyer updated the committee on the campus wide Hazardous Building Material Survey. Since the last meeting Horton Hall had been completed, McConnell has been surveyed and we are awaiting the final report, and PCAC has been surveyed and we are in the process of quantifying identified materials. A request was made to the committee if there were any buildings of interest for 2012. Committee member Molloy requested a survey of the MUB while committee member Williams requested a survey of Nesmith Hall as it is routinely being renovated for "swing" space.

The final item of discussion was to inform members that with the reduction of parking availability as a result of the new visitors parking area by Hampshire Hall, more employees may be required to park further away from campus increasing their walk to work. As a result, especially as the winter months approach, it was requested that emphasis be placed on ensuring that during these inclement periods any concerns related to poorly maintained walking surfaces be communicated to Grounds and Roads and to continue to stress the importance of appropriate footwear.

The committee chose to meet again on December 15th at 9 am in Dimond Library Room 537. The meeting was adjourned at 10:15 AM.