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

Agenda

- Welcome and Introduction
- Review and Approve September Meeting Minutes
- 2011 Losses to date
- Accident/Incident Reporting
- Indoor Air Quality
- Hazardous Building Materials Survey update
- Asbestos Operations and Maintenance Plan
- Leavitt Center Traffic
- Winter/Holiday Safety
- Other Business
UNH Occupational Safety Committee Meeting  
Thursday December 15, 2011  
Dimond Library, Room 537

Members Present:

Guy Eaton         UNH Facilities (Facility Operations)  
Gene Gargano      Housekeeping  
Mariah Bellington Human Resources  
Brian Cournoyer   Office of Environmental Health and Safety  
Dean Elder        Animal Resources Office  
Colin Williams    Small Projects Construction Team  
Eleta Exline      Library Administration  
Steven Luber      Housing

Members Absent:

Nora Molloy       Memorial Union Building  
Eric Gibson       University Hospitality Services  
Dan Corbeil       Information Technologies  
David Leach       Campus Recreation  
Brandon Colby     Energy and Campus Development (Utilities)  
Carolyn Kimball   Athletics  
Dennis Dupuis     Health Services  
David Foote       Cooperative Extension  
Susanne Bennett   UNH Facilities (Contracts Management)  
Gary Sears        UNH-Manchester and University Police

The meeting was brought to order at 9:05 am. A quorum was present. The minutes of the September 15, 2011 Occupational Safety Committee meeting were distributed and reviewed. A motion to adopt the minutes was made by Committee member Luber. The motion was seconded by committee member Williams and Elder and adopted by unanimous vote.

Committee member Bellington provided an update of losses for calendar year 2011. To date there have been 318 incidents resulting in approximately $277,000 in losses. This is a reduction of 67 claims and approximately $318,000 when compared to 2010. Falls continue to have the greatest frequency with miscellaneous incidents resulting in the greatest costs (one involving a horse at the equine facility and an assault).

Committee members Cournoyer and Bellington opened a discussion on Accident Reporting following a request by USNH regarding review and follow up steps. The incident reporting process was reviewed. All incident reports are to be forwarded to the Human Resources Workers Compensation Coordinator, to which they will be forwarded to MEMIC and/or USNH. As part of the discussion it was recommended to add weather data onto the accident report. OEHS to work with HR to make amendment to form, in the interim the library can get historical weather data should it be determined to be an integral part of the investigation.

During the September 15th meeting Committee member Cournoyer introduced the concept of an Indoor Air Quality management plan that focuses efforts on communication, outreach, and education. The goal was to develop a draft plan for submission to the Committee during the
fourth quarter meeting. Following a recent asbestos related incident efforts were refocused on developing a comprehensive Hazardous Building Materials Operations and Maintenance plan that would encompass asbestos, lead based paint, PCB’s, and Mold. Committee member Cournoyer informed the committee that the Scott Lawson Group had been retained to develop the comprehensive plan and that a working group had been developed to review prior to submission to the Committee. The working group consists of Facilities O&M, FD&C, Housekeeping, SPCT, OEHS, and Housing. The plan would include specific procedures to be followed by those that would be required to impact hazardous building materials as well as identify training requirements and emergency procedures. As part of the plan discussion a review of the campus wide asbestos survey project was presented. During 2011 surveys were completed for Hood House, Hamilton Smith Hall, PCAC, Horton Hall, McConnell Hall, and Wolff House. During 2012 OEHS has scheduled surveys of the following buildings; Spaulding Hall, Nesmith Hall, MUB, Alexander Hall, Devine Hall, Randall Hall, and Hitchcock Hall.

Committee member Eaton continued the discussion on the status of the Leavitt Center traffic issue brought up by Gene Gargano. Committee member Eaton continues to work with Paul Dean and Dirk Timmons and other groups to meet and address.

In an emphasis to promote safety on campus committee member Cournoyer provided the members in attendance with a cold fact sheet. The fact sheet provides information on a variety of safety related issues associated with working and playing during the cold winter months.

Committee member Cournoyer informed the committee of the development of a revised back safety training program that is available for any campus group. The program addresses common ergonomic hazards and behaviors that can lead to a back injury and various controls that can be implemented to reduce risks. All are encouraged to contact OEHS to schedule training.

The committee chose to meet again on March 15th at 9 am in Dimond Library Room 537. The meeting was adjourned at 10:00 AM.