Occupational Safety Committee
Fourth Quarter Meeting
Dimond Library, Room 537
December 16, 2010 @ 9:00am

Agenda

- Welcome and Introduction
- Review and Approve September Meeting Minutes
- Slip, Trip, and Falls initiative/Public Health Week
- Lift Safety
- New Employee Orientation
- LOTO Program update
- Pet Policy update
- 2010 Losses to date
- New Occupational Safety Program initiatives
  - General Safety Training/Refresher
  - Ergonomics
  - Indoor Air Quality Management
- Other Business
UNH Occupational Safety Committee Meeting  
Thursday December 16, 2010  
Dimond Library, Room 537

Members Present:

Guy Eaton  UNH Facilities (Facility Operations)  
Steven Luber  Housing  
Carol Tuttle  Memorial Union Building  
Barbara Pirkl  Human Resources  
Brian Cournoyer  Office of Environmental Health and Safety  
Carolyn Kimball  Athletics  
Eleta Exline  Library Administration  
Mariah Bellington  Human Resources  
Susanne Bennett  UNH Facilities (Contracts Management)  
Dan Corbeil  Information Technologies  
Colin Williams  Small Projects Construction Team  
Gene Gargano  Housekeeping

Members Absent:

Dean Elder  Animal Resources Office  
David Foote  Cooperative Extension  
David Leach  Campus Recreation  
Eric Gibson  University Hospitality Services  
Brandon Colby  Energy and Campus Development (Utilities)  
Julie Simpson  Senior Vice Provost for Research (Office of Sponsored Research)  
Gary Sears  UNH-Manchester and University Police

The meeting was brought to order at 9:10 am. A quorum was present. The minutes of the September 16th, 2010 Occupational Safety Committee meeting were distributed and reviewed. Committee member Eaton made a motion to adopt the minutes. The motion was seconded by committee members Williams and Kimball and adopted by unanimous vote.

Committee member Cournoyer discussed 2010 Public Health Week. The theme for the week is “Safety is No Accident.” Committee member Cournoyer discussed the recent meeting with the NH Institute for Health Policy and Practice where the Office of Environmental Health and Safety was asked if we would like to participate. Various topics have been scheduled for the week which includes workplace safety, home safety, recreation safety, fire/personal safety, as well as the Public Health Fair. OEHS will be presenting on workplace safety and ergonomics. During our general presentation of workplace safety OEHS will continue to emphasize slip, trip, and falls as part of our initiative with Human Resources. Ergonomics would be a joint effort with the Occupational Therapy program to which students enrolled in the ergonomics course
Committee member Cournoyer briefly summarized the recent incident at Notre Dame where a graduate student was involved in a scissor lift incident that resulted in a fatality. The lift was in use in windy condition and was blown over fatally injuring the student. Committee member Cournoyer summarized the efforts by UNH to review lifts currently on campus. OEHS worked with Athletics, Carolyn Kimball to review the lift used by the football program and a maximum wind speed was identified. In addition OEHS worked with Athletics, SPCT, and Facilities O&M to ensure those personnel that operate scissor lifts are trained and that all trained operators are aware of any exterior conditions that can impact lift use, i.e., wind speeds. Finally, the committee was informed of the recent lift purchase by CEPS for use at the new wind tunnel. CEPS representatives received training by the lift vendor and will implements a training program for those personnel that would be required to use the lift, to include any limitations regarding wind speeds.

Committee member Cournoyer briefed the committee on the development of an OEHS orientation presentation to be incorporated into the current New Employee Orientation training program provided by HR. OEHS has created a ppt. presentation that includes an overview of the OEHS office and contact information, LOTO for affected employees, confined space awareness, hazard communication and ergonomics. The committee was asked for input on any additional topics or issues that should be incorporated. The committee indicated discussions on slip, trip, and falls, emergency action, and accident reporting. OEHS will discuss with HR for incorporation into the New Employee Orientation.

Committee member Cournoyer briefly reviewed the status of LOTO training for Authorized Employees. To date, OEHS has completed training for Facilities Operations and Maintenance and SPCT. We are still coordinating with Dining Services.

Committee member Eaton briefed the committee on the status of the draft Pet Policy. The Pet Policy has received support from the PAT and Operating Staff councils. John Aber was to assist with facilitating discussions with the Faculty Senate on the draft Pet Policy, which to date is still pending.

Committee member Bellington reviewed UNH losses. Falls continue to be the leading cause of losses at UNH and incur the greatest costs. In addition to claims information related to causative factors and costs, losses were broken down by RCM unit. Dining services and housekeeping have the highest frequency of losses to date.

As a follow up to the discussion on new Occupational Safety Program initiatives, Committee member Cournoyer updated the committee. No progress has been made on the proposed Indoor Air Quality (IAQ) management plan. OEHS has discussed with the Occupational Therapy program the development of a campus Ergonomics Program.
The committee was asked for thoughts and ideas related to the extent of detail to be incorporated into the plan. Committee member Luber suggested that UNH utilize Maine Employee Mutual Insurance Company (MEMIC) as a resource and incorporate ergonomic tools onto the OEHS web site. In addition, it was mentioned to use CAT TV as a way to promote ergonomics at UNH. OEHS to continue discussions with the Occupational Therapy group on the development of a formal UNH Ergonomics program.

Committee member Cournoyer presented to the committee a revised approach to safety training. The idea of developing an approximate 4-hour safety training module to be conducted on an annual basis versus targeting specific program areas was discussed. Each module with incorporate annual requirements, such as bloodborne pathogens, respiratory protection with specific selected topics such as targeted areas (i.e., slip, trip, and falls), new program initiatives (i.e., PCB awareness), and group specific areas (i.e., construction related – SPCT, lifting/back safety – Housekeeping). The committee agreed that it would be a more efficient way to conduct safety training, and allow for a greater variety in topics to assist in keeping interest. To accommodate schedule restrictions and/or workloads, modules can be broken into two, two hour modules. OEHS to develop draft module and circulate to committee for comment.

Committee member Luber conducted research as a follow up to the September meeting on whether or not UNH had a skateboard policy. There is currently no policy in place at UNH. Committee member Eaton discussed the challenges associated with incorporating such a policy into the current UNH handbook. In addition the committee discussed current deterrents for limiting skateboard use and subsequent damage to UNH property. Committee member Eaton to conduct additional research on skateboard policies at other campus'/universities.

Committee Luber provided a brief update on recent discussions regarding the use of safety rails on loft/bunk beds. Discussions have involved Housing, OEHS, and Internal Auditing.

Committee member Eaton informed the committee of the recent decommissioning of the BSL-3 facility in Rudman Hall.

Committee member Gargano expressed concern over recent traffic around the Leavitt Center, more specifically the lack of enforcement of one way traffic around the HR building. The committee discussed the addition of signs and road markings to stress the proper direction of travel.

The committee chose to meet again on March 17th at 9 am in Dimond Library Room 537. The meeting was adjourned at 10:20 AM.