Occupational Safety Committee

Agenda – Third Quarter Meeting

September 18th, 2014
9:00 – 10:30 AM
Dimond Library, Room 352

1. Welcome and Introduction - Eaton
2. Review and Approve June Meeting Minutes
3. 2014 Losses To Date – Bellington
4. Occupational Health and Safety Specialist – Matthew Smith
5. Heat Advisory Policy - Cournoyer
6. Smoking Policy Conant/Murkland/Kingsbury Courtyards – Luber/Bryce
7. Live Fire Extinguisher Training - Cournoyer
8. CEMS Training Platform - Cournoyer
9. New Business
10. Next Meeting Date and Time

The Occupational Safety Committee (OSC) was created to assure a safe work environment for faculty, staff, students, and visitors through the creation and maintenance of effective safety and health programs. It is the responsibility of the Committee to establish appropriate health and safety policies in accordance with federal regulations and guidelines that cover workplace safety.

For more information about the UNH Occupational Safety Committee, please visit
http://unh.edu/research/occupational-safety-committee-osc

UNH Occupational Safety Committee
11 Leavitt Lane
Durham, New Hampshire 03824
http://unh.edu/research/environmental-health-and-safety
Occupational Safety Committee
Meeting Minutes
September 18th, 2014
9:00 – 10:00 AM
Dimond Library, Room 532

Members Present
Carolyn Kimball   Athletics
Guy Eaton  UNH Facilities (Facility Operations)
Nora Molloy  Memorial Union Building
Colin Williams Facilities Construction Team
Mariah Bellington Human Resources
Eric Gibson  University Hospitality Services
Dennis Dupuis Health Services
Dean Elder   Animal Resources Office
Steven Luber Housing
Robert Constantine Library Administration
David Leach  Campus Recreation
Brian Cournoyer Office of Environmental Health and Safety

Members Absent
Brandon Colby Energy and Campus Development (Utilities)
Gene Gargano Housekeeping
Dan Corbeil Information Technologies
Alan Bryce Library Administration
Susanne Bennett UNH Facilities (Contracts Management)

Guests
Matthew Smith Office of Environmental Health and Safety

The meeting was brought to order at 9:05 am. A quorum was present. Committee Member Eaton welcomed the committee and requested they review the June 19, 2014 meeting minutes. A motion to adopt the minutes was made by committee member Kimball. The motion was seconded by committee member Williams and adopted by unanimous vote.

Committee member Bellington provided a brief review of losses for the 2013 calendar year. When compared to the previous year the number of incidents and financial losses have decreased. Falls continue to be the leading cause of incidents and represent approximately 31% of the financial losses through August 2014. Incidental burns and cuts are the areas where increase frequency continues to be observed.

Committee member Cournoyer introduced Matthew Smith, newly hired Occupational Health and Safety Specialist with OEHS. A review of his job functions and integration into the UNH campus community was
presented and areas of emphasis discussed. Matt to focus on the Confined Space Assessment/Inventory, LOTO, and assist with evaluating and investigating incidents. Matt was welcomed by the committee.

Committee member Cournoyer reviewed the current Heat Advisory Policy with the committee. Questions were raised prior to the meeting after several Heat Advisories were issued by OEHS. Questions included what dictates the work/rest regimen that accompanies the advisories and how is it determined. Another question involved sending out multiple advisories as the heat index increases. The American Conference of Governmental Industrial Hygienist (ACGIH) has established thermal stress guidelines to be used to assist in maintaining the body’s core temperature within 1 degree Celsius of normal. The guidelines take into consideration the activity level of those working in hot environments as well as the clothing being worn. The guidelines are based on a wet bulb globe temperature (WBGT) that is calculated utilizing a heat stress monitor. The WBGT is calculated utilizing ambient temperature, web bulb temperature, and globe temperature. The WBGT is not the same heat index used by meteorologist or published on the UNH weather site. When a pre-established action level is reached OEHS sends out the heat advisory to the campus community. There are four allocations of work/rest cycles, 0 – 25%, 25 – 50%, 50 – 75%, and 75 – 100%. The four allocations change as temperature and humidity increase throughout the day. OEHS utilizes a WBGT index of 30 °C as the trigger point to send the heat advisory to the campus community via directed communications.

Committee members Luber initiated discussion of designating the new Conant courtyard and the existing Murkland courtyards as smoke free zones. The current UNH Smoking Policy under Part B (3)(b), Non-Smoking Areas, Outside include “Courtyards or other areas where air circulation may be impeded by architectural, landscaping, or other barriers.” In addition to Conant and Murkland other courtyards were identified which include Rudman/Spaulding, Kingsbury, and James Hall. A vote was taken to propose a directive to Campus Planning to assign Conant/Murkland courtyards as smoke free. Committee member Eaton to deliver formal request to Campus Planning.

Committee member Cournoyer reviewed the live fire extinguisher training that was conducted on July 22nd. A total of 147 participants attended the training. In addition to the training each session awarded one participant a two pound portable fire extinguisher for their personal use. The training was again well received by the campus community.

Committee member Cournoyer continued to inform the committee on the current status of the OEHS training/management system. The system is being developed under the Chemical Environmental Management System (CEMS) currently used by the campus for chemical management. The system will allow for the management and tracking of training, provide for notifications when refresher training is required, and allows for managers and supervisors to view the status of their employees. In addition to the tracking and management of training, the system will provide a platform for employees on both the academic and staff sides of the community to take on-line training or sign up for live sessions. OEHS to continue to update the committee on progress of system.

New Business:

No new business to report.

The committee chose to meet again on December 18th, 2014 at 9 am in Dimond Library Room 352. The meeting was adjourned at 10:00 AM.