Meeting Minutes
March 17th, 2016
9:00 – 10:15 AM
Dimond Library, Room 537

Members Present
Brian Cournoyer  Office of Environmental Health and Safety
Nora Molloy   Memorial Union Building
Guy Eaton   UNH Facilities (Facility Operations)
Susanne Bennett  UNH Facilities (Contracts Management)
Steven Luber   Housing
Colin Williams  Facilities Construction Team
Dennis Dupuis  Health Services
Alan Bryce  Library Administration
David Leach  Campus Recreation

Members Absent
Mariah Bellington  Human Resources
Brandon Colby   Energy and Campus Development (Utilities)
Gene Gargano  Housekeeping
Carolyn Kimball  Athletics
Eric Gibson  University Hospitality Services
Dean Elder  Animal Resources Office
Robert Constantine  Library Administration
Dan Corbeil  Information Technologies

Guests

The meeting was brought to order at 9:10am. A quorum was present. Committee Member Eaton requested a review the December 17th, 2015 meeting minutes. A motion to adopt the minutes was made by committee member Molloy. The motion was seconded by committee member Bennet and adopted by unanimous vote.

Committee member Cournoyer provided a brief review of losses to date for the 2016 calendar year. Based on the number of incident reports submitted to OEHS in 2016 it appears that the overall number has reduced. The winter has been milder when compared to previous years thus resulting in less slip trip and falls due to icy conditions. A formal discussion on calendar year 2015 losses and more details on 2016 to date was tabled until the Second Quarter meeting when Human Resources member Mariah Bellington is available.

Committee member Cournoyer reviewed the recently developed “Draft” Indoor Air Quality Management Plan. The plan has been designed following discussions with the Sustainability Institute in regards to the Sustainability Tracking, Assessment, and Rating System (Stars), a self-reporting framework for North American colleges and universities to gauge relative progress toward sustainability. The initial working group met in September to
discuss a proposed plan to which the Office of Environmental Health and Safety generated. The working group consisted of a representative from the following:

- The Office of Environmental Health and Safety (OEHS);
- The Sustainability Institute;
- Facilities; and
- Campus Energy.

In December OEHS forwarded the draft program to the working group and met after the New Year to discuss. With only minor comments the program was approved by the working group and forwarded to the Occupational Safety Committee for review and comment. The primary agenda item for the first quarter was the IAQ Management Plan. The plan concept, department responsibilities, building profile, and investigative components were reviewed. Minor questions and comments were provided. Questions regarding the use of HEPA vacuum’s during cleaning were presented. Housekeeping currently utilizes HEPA vacuums. Comments regarding the use of outside vendors and existing non-OEHS survey information for building profiles were discussed. Profiles will be a joint effort involving those responsible for a building and its mechanical systems, building occupants, and OEHS. One comment on wording on the Occupant Questionnaire, symptom versus concern. OEHS to use both on form. Finally a question on building priorities. Being a voluntary program buildings will be profiled and the program implemented on a first come first serve basis.

Committee member Cournoyer provided a brief update on the UNH Fall Protection Program and the use of Genie Lifts. The current inventory of Genie Lifts at UNH are equipped with anchor points to tie off to but they are not clearly labeled for this purpose. OEHS to purchase labeling to clearly identify the anchor points.

Committee member Cournoyer updated the committee on the reposting of confined spaces and the confined space database. The database was developed to maintain an inventory of identifies spaces on campus, provide for an electronic means for permit submission, and to make identified hazards available for those trained personnel. As part of the database all spaces are assigned a unique identification number. This number will be placed on the new signs that will be posted at all spaces. Committee Member Cournoyer informed the committee that Matt Smith will be initiating this re-posting of spaces and that if necessary he would be contacting committee members for assistance if necessary.

**New Business:**

Committee member Bryce inquired about injury statistics for UNH. Currently OEHS does not maintain accident statistics as the OSHA 300 Log is maintained at the systems level. Committee Member Cournoyer to work with Human Resources and MEMIC to compile injury statistics for future reporting.

Committee member Luber brought up a recent article regarding Professor Gale Carey’s research into the use of flame retardants and their impact to the environment.

The committee chose to meet again on June 16th, 2016 at 9 am in Dimond Library Room 352. The meeting was adjourned at 10:15 AM.