Occupational Safety Committee
Meeting Minutes
September 15th, 2016
9:00 – 10:00 AM
Dimond Library, Room 537

Members Present

Brian Cournoyer  Office of Environmental Health and Safety
Gene Gargano  Housekeeping
Susanne Bennett  UNH Facilities (Contracts Management)
Jim LaPolla  UNH Police
Dennis Dupuis  Health Services
Mariah Bellington  Human Resources
Carolyn Kimball  Athletics
Alan Bryce  Library Administration
Steven Luber  Housing

Members Absent

Nora Molloy  Memorial Union Building
Eric Gibson  University Hospitality Services
Guy Eaton  UNH Facilities (Facility Operations)
Robert Constantine  Library Administration
David Leach  Campus Recreation
Colin Williams  Facilities Construction Team
Dean Elder  Animal Resources Office
Dan Corbeil  Information Technologies

Guests

The meeting was brought to order at 9:05am. A quorum was present. Committee member Cournoyer welcomed the committee and requested a review of the June 16th, 2016 meeting minutes. A motion to adopt the minutes was made by committee member Bryce. The motion was seconded by committee member Gargano and adopted by unanimous vote. Jim LaPolla from the UNH Police Department was introduced to the committee as the newest member.

Committee member Bellington reviewed the losses to date. Emphasis was placed on Dining Services as they continue to have the greatest frequency when compared to other UNH operating groups. The next operating groups with increased frequency were reported as Housekeeping and Housing respectively. A short overview of OEHS’ efforts to work with Dining Services to reduce losses was provided by Committee member Cournoyer.

Committee member Cournoyer continued to update the committee on the status of the Indoor Air Quality Management Plan. The plan has been implemented and communicated to the campus via multiple methods to include the UNH Twitter and OEHS/Research blog. In addition a summary of the program was published in the UNH Today Journal. Postings have been created and will be posted throughout campus.
Committee member Cournoyer informed the committee that OEHS had completed the re-assessment of campus confined spaces and that the next phase of the project was to post all the identified Permit Required Confined Spaces with the applicable signage. OEHS Occupational Health and Safety Specialist Matt Smith has initiated this effort and as necessary would request assistance from committee members.

Committee member Cournoyer informed the committee that the Fire Extinguisher training has been scheduled for Wednesday October 5th, 2016 and requested that members communicate the training to their respective departments. In addition the training will be communicated via Directed Communication several times in the weeks leading up to the training.

Committee member LaPolla informed the committee of the new UNH Police Department Emergency Management position. UNH PD has hired Jim LaPolla as the UNH Emergency Manager and one of his responsibilities will be the management of the UNH Emergency Procedures Plan, as well as all facets of emergency management. Jim reviewed his new role with the committee.

Committee member Cournoyer reviewed the status of the CEMS Training Management System and informed the committee of those operating groups that are in the process of implementing its use. Several questions regarding the use of CEMS to manage motor vehicle annual inspections were fielded. Transportation manages the inspections and CEMS is not currently set up to manage this requirement.

Committee member Cournoyer provided an update on two new program initiatives that were discussed during the June meeting. The draft UNH Crane/Hoist Safety Program has been reviewed and approved. OEHS in the process of formalizing the inspection documentation and coordinating training for the key responsible persons. Full implementation is expected the first of the year. No further progress has been made on the formal Industrial Hygiene program.

**New Business:**

The committee chose to meet again on September 15th, 2016 at 9 am in Dimond Library Room 537. The meeting was adjourned at 10:00 AM.