**Health & Safety Meeting Minutes**

**Wednesday, December 10, 2014**

**Maxcy Hall, Wilson Conference Room**

**10:30 AM**

PRESENT: M.Berman, P.Cappuccia, N.Chamberland, K.Cifaldi, M.Delieto, N.Hollender-Ceico, C.Johnson N.McGrath, D.Parker, J. Passaretti, M.Pierce, M.Teeter, R. Quagliani

Meeting called to order by Chairperson, R.Quagliani at 10:35am

A. Approval of minutes from October 8, 2014; motion to approve by M.DeLieto, seconded by

 N.Chamberland. All in favor, motion passed.

B. Old Business:

 1. No Smoking on Campus Initiative:

* This topic will continue to be on the agenda for future H&S meetings. P. Cappuccia stated that the announcement of a Smoke Free Campus would be made in June, possibly before SOAR and go into effect June 1, 2015. They are still working on a logo and tweaking the policy.

C. New Business:

1. Triumvirate update;

* R.Quagliani & L. Annino signed the policy on portable heaters. Only UNH provided heaters can be used, and, anyone using their own personal heater will be asked to removes it.
* The annual Bloodborne Pathogen training is currently taking place.
* Recently had Respiratory Fitness Training
* They are now working with C. Reed to make policies visible on the UNH website
* Working on Lab Reporting documents and on-line inventory systems. J. Passaretti spoke on compliance of campus-wide MSDS.
* Lab Safety officer appointed at the Lyme campus to see oversee the day-to-day operations.

2. Security Upgrade Project

* A lock-down test to be performed in the next couple of weeks, over the break.
* It was mentioned that some of the new locks in Dodds have been breaking since the new installation.

 3. Chris Reed

* Chris has joined the Public Safety Dept as The Director of Safety, Training & University Fire Marshal and will be working on all health and safety issues.

4. Police Department –Clery Reporting

* M.DeLieto discussed the process of the Clery Report, which federally mandated to be published on October 1st every calendar year. The report must include crime data from all of the UNH affiliated campuses and any locations that have a UNH classroom. Recently, in addition to Chief DeLieto and Sgt. Kevin Holster, a full time Clery Coordinator has been hired (Ashley Guerra). The Clery report is available in hard copy and available online as well. It was asked if the December 3, 2013, gunman on campus incident was included in the data and Chief DeLieto explained that, this type of crime is not a Clery reportable crime.

5. Policies in the works

* Golf Cart Policy will be in effect by spring of 2015. There will be an impact on this campus for some departments with this policy.
* International Travel Policy for students and staff studying and teaching abroad. There needs to be a better way to track students and staff, perform pre-departure screenings, assess risks in hot spots, and determine threat assessments and political un-rest.

6. Vehicle Use Policy

* An incident involving a motor vehicle accident occurred recently while someone was traveling on behalf of the university, and it was not reported. In accordance with the Vehicle Use Policy, all accidents involving those driving on university business need to be immediately reported to the proper authority.

 R. Quagliani briefly explains The Vehicle Use Policy and encourages everyone to be cognoscente of the policy and to read through and understand the policy.

D. Open Floor

* J.Passerretti asked if there would be a Blue Phone placed in the Charger plaza parking lot

R.Quagliani replied” yes”, it is part of the Security Enhancement Project.

* N. Chamberland reports that last year there were a significant amount of work related injuries on the library stairs. He states that there should be a railing and the stairs are unsafe. M.Pierce said he will bring this to the attention of those in Facilities and will update at the next meeting.
* K.Cifaldi asked if anything is being done about the odor issue in Maxcy 120. R.Quagliani replied that they are aware of this issue and it is being addressed.

Meeting adjourned at 11:45 AM

Minutes recorded by J.Carbonella

Reviewed by R. Quagliani

Next Meeting Date – February 11, 2015 @ 10:30am