

GSC Safety Committee  
Meeting Minutes, April 7, 2009

Attendance: Beth Dalzell, Elaine Millen, MaryJane Lavoie, Cathy Driesch, Gail Thomas, Peter Conklin

Absent: Beth Dowling

**Agenda:**

Introductions and Purpose of GSC Safety Committee

Committee members introduced to one another. We're fortunate to have Gail Thomas on the committee as she has significant experience in safety planning as well as compliance work with NHDOL standards. Purpose of committee discussed, broadly there are two main objectives: act as a liaison to convey safety concerns from staff to the safety committee (either at quarterly meetings or by email/phone if emergent concerns); develop and maintain a Safety and Health Program in accordance to the Lab 600 Administrative Rules. Although employee members will eventually be selected by their peers, this committee was assigned in order to expedite compliance resolution following NHDOL site inspection in March.

Committee NHDOL Compliance Responsibilities

The first compliance issue is to assemble a GSC Safety Committee that provides sufficient representation of GSC operations. We have decided to arrange the GSC committee around option (b) of Lab 603.02 as our regional centers do not have budget autonomy. The second compliance focus at this point is to develop a Safety and Health Program in accordance to the Lab 600 Administrative Rules. Our current Comprehensive Safety Plan contains much of the content that will be adapted to the Lab 600 format. Our third focus is to schedule quarterly meetings and post the meeting minutes (to be posted on upcoming Safety webpage).

Committee Member Responsibilities

Primary responsibility for committee members is to convey safety concerns from the staff to our committee. To this end committee members agreed to make "safety" a standing agenda item at their locations' staff meetings. Safety concerns that are brought forward should be emailed to Peter Conklin who will keep them logged for discussion and resolution suggestions by the committee. Obviously emergent safety concerns will be dealt with expeditiously.

Review/Discuss NHDOL Guide: <http://www.labor.state.nh.us/ST-WrittenSafetyProgram.pdf>

Lab 600 Administrative Rules were reviewed and discussed.

Next Steps

Committee members will make "safety" a standing agenda item in their local staff meetings.

Peter will adapt GSC Safety Plan to the Lab 600 format and email to GSC safety committee for discussion and edits.

**Pending Safety Topics:**

- Committee expressed interest in acquiring first aid/CPR training for some staff. Members will ask local staff if there is volunteer interest in getting this training.
- Question raised about hazardous materials controls in lab in Conway. Lab is operated by White Mountain Community College, but UNH EHS was supposed to sign off on the safety controls. Peter will investigate.

**Next Meeting:**

July 7, 2009 12-1pm

Peter Conklin  
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