

Memo: September 22, 2008

To: CUNY Environmental, Health and Safety Council

From: Howard Apsan

Re: Environmental, Health and Safety Officers Meeting Minutes  
Borough of Manhattan Community College, September 11, 2008

### **Opening**

The September meeting of the Environmental Health and Safety Council was held at Borough of Manhattan Community College on September 11, 2008. Howard Apsan, Director of Environmental Health, Safety and Risk Management, CUNY, hosted the meeting, and Scott Anderson, Vice President of Administration and Finance at BMCC, welcomed everyone. Sheryce Woolery recorded the minutes and the minutes of the previous meeting were approved by acclamation.

### **EHS Internal Audits**

Internal audits are scheduled for Hostos Community College on October 16 and 17, and Medgar Evers College on November 3, 4 and 5, followed by a surprise audit. As has been the practice, EH&S Officers from other campuses volunteered to serve on these internal audits. This practice provides added value to all involved. Anyone wishing to volunteer for an upcoming audit should contact Michael Spath, Environmental Compliance Manager, CUNY, Central Office, at [michael.spath@mail.cuny.edu](mailto:michael.spath@mail.cuny.edu)

### **Environmental Compliance Subcommittee Report**

Michael Spath, advised everyone that their campuses will be audited on the functionality of their chemtracker system as well as CUNY's EMS. Officers are therefore encouraged to visit the EHS website, review the EMS, and ensure that their campus complies with EMS requirements. Please forward all questions to [michael.spath@mail.cuny.edu](mailto:michael.spath@mail.cuny.edu).

The Environmental Compliance Subcommittee continues to develop a chemical inventory survey to help with the ongoing implementation of ChemTracker.

### **Health and Safety Subcommittee**

The violation database management system, designed to track Notices of Violation (NOVs) issued by regulatory enforcement authorities, is under construction and will soon be accessible to all campus EHS Officers. Additionally, Peter Jayasekara, Chair of the subcommittee, emphasized the Subcommittee's focus on safety training and made mention of the training schedule template that is being reviewed, and will be distributed upon completion. The Subcommittee is also reviewing software packages that may support our training efforts.

The Subcommittee is hosting a Health and Safety Training Series on October 29, 2008 at LaGuardia Community College, 31-10 Thompson Avenue, Long Island City, NY, 11101.

### **CUNY EHS Website and Newsletter**

EH&S Officers are continually encouraged to contribute articles, editorials, cartoons, web links, and any other items of common professional interest to both the CUNY EHS newsletter and the CUNY EHSRM website at [ehs@mail.cuny.edu](mailto:ehs@mail.cuny.edu)

In addition to the on-going CUNY EHS Newsletter, CUNY EHSRM Office has recently published the CUNY Risk Review, a newsletter focused on risk management issues throughout the CUNY system. Both newsletters will be quarterly, and available on the EHSRM website.

EHS is embarking on a web-based information exchange tool called Sharepoint, which will enable officers to post calendar events, engage in discussions and post documents. The website, [ehsrm.cuny.edu](http://ehsrm.cuny.edu), is password protected. If you would like to have access to the website, please contact Brian Cabezas at: [brian.cabezas@mail.cuny.edu](mailto:brian.cabezas@mail.cuny.edu).

### **Training**

The training portion of the September Council meeting consisted of a presentation by the Health and Safety Team at BMCC. The team presented an overview of the new cultural environment of EHS Officers, and demonstrated various search and rescue activities from the campus C-CERT Program at BMCC. We thank BMCC's Health and Safety team for an informative and interesting presentation.

### **Updates in Brief**

Environmental Health and Safety Officers are encouraged to sign up for the CUNY A!ert, to receive text or voice notifications of campus emergencies or weather related closings, and to encourage others on campus to sign up as well. The more participants we have, the more effective CUNY A!ert can be. For more information, please visit [www.cuny.edu/alert](http://www.cuny.edu/alert).

The next NYCER meeting will be held on November 19, 2008, from 12:00 p.m. to 2:00 p.m. at The New School, 55 West 13th Street, New York, NY 10011.

The SEHSA 2008 Fall Conference will take place on October 19-23 at Crowne Plaza, Lake Placid, NY. Registration is now open, please visit <http://www.sehsa.org/fall2008.html>. For more information you may contact Aldo Orlando at 718-951-5400.

### **Upcoming Council Meetings**

The next EHSO Council meeting is scheduled for October 16, 2008, from 12:00 pm to 2:00 pm at John Jay College of Criminal Justice, 899 Tenth Avenue, New York, NY 10019. The meeting will take place in the Haaren Hall, room 630T. There will be a presentation by John Gavras and Jenifer Armstrong from Lagan Engineering and Environmental Services, on **“From Manufactured Gas Tanks to Classrooms – EHS Considerations During Site Development.”**

### **Adjournment**

The Council meeting was adjourned at 2:00 pm.