

**Safety Committee  
Meeting Minutes  
January 27, 2016**

**Members in Attendance**

Bill Dunne  
Brian Gard  
Brad Hallums  
Justin Hayes  
Terry Ledford  
Robert Nobles  
Jillian Pacino  
Mike Raabe  
Mike Ragsdale  
Mark Smith  
Dan Trentham

**Handouts**

Agenda  
Minutes from Previous Meeting  
Hover board Recommendations  
Motor Vehicle Safety Policy - Draft  
Environmental Compliance Team - Minutes  
Lab Safety Committee - Minutes  
2015 EHS Emphasis Programs  
Campus Safety Culture Survey

- I. **Minutes** – Minutes from the previous meeting were approved by members in attendance.
  
- II. **AED Replacement** – The topic of automated external defibrillators (AEDs) expiring or having a defined length of service was discussed. Two published standards (5 and 8 year) were found online, but apply to the military and healthcare organizations. The device’s manufacturers do not list a length of service. It was suggested that the units be sent for factory certification at some point (example 5-6 years) in lieu of replacement. In addition, it was suggested that monthly emails be sent to department contacts with AEDs as a reminder to conduct checks.

*Action Item: Mark will follow-up with the AED contacts regarding factory certification and will reminder them monthly of the need for documented inspections.*

- III. **Hoverboards** – This topic has received considerable attention recently in higher education. The primary concern is the battery, which can be a fire hazard. Some universities have banned them from dorms. Currently there is no prohibition on having these devices on campus.
  
- IV. **Unmanned Aerial Vehicles (Drones)** – The General Counsel’s Office is drafting a policy to address drones. Mark has developed an inventory of these aircraft.

*Action Item: Mark will ask Matthew Scoggins to see a copy of the draft policy.*

- V. **Chemical Inventory** – The annual campus chemical inventory started in mid-January. The due date is March 1. Next year the chemical inventory will migrate to an Archibus platform.
- VI. **Workers Compensation Changes – July 1** – There are two new programs from the state Risk Management Office that take effect in July. A return to work program (sometimes called light-duty or transitional duty), bring an injured worker (with restrictions) back to work. Human Resources is working on a draft policy for this requirement. The other program is designed to improve the speed of case reporting. A penalty (\$1,000 per claim) is assessed for cases where the injury is not fully reported within five days of initial medical treatment or notification.
- VII. **Posting OSHA 300a Report (end-of-year accident summary)** – This form must be posted by February 1 on campus and will be available soon.

*Action Item: Mark will post and disseminate this form when it's ready.*

- VIII. **Motor Vehicle Policy Draft**- Previous comments have not been resolved relative to this draft. Therefore, a vote on this subject was tabled until the next Safety Committee meeting.  
*Action Item: Mark will follow up on the outstanding concerns.*
- IX. **Environmental Compliance Team Meeting Minutes** – The handouts contained the most recent minutes from the Environmental Compliance Team. Mark provided highlights of the meeting.
- X. **Lab Safety Committee Update, Minutes** – The handouts contained the most recent minutes from this group. Robert illuminated highlights of the minutes.
- XI. **UT System Emergency Management - Annual Report**- Two copies of the annual emergency management report were circulated during the meeting for review and discussion.
- XII. **2015 EHS Emphasis Programs** – The handouts contained a document that lists and describes three emphasis programs that were undertaken by EHS last calendar year. These programs were control of hazardous energy (Lockout/Tagout), fall prevention

(from elevated surfaces) and motor vehicle safety. The emphasis programs were developed based on the events that could result in a fatality on campus.

- XIII. **2016 EHS Emphasis Program** - EHS is in the process of developing two new emphasis programs for 2016.

*Action Item: Mark will bring information to the next Safety Committee meeting on the 2016 emphasis program.*

- XIV. **Campus Safety Culture Survey** – The handouts contained information on a campus safety culture survey that is available from the CSHEMA. The price is very reasonable. The Safety Committee recommended moving forward with the survey.

*Action Item: Mark will initiate the survey.*

- XV. **Meeting Schedule** – The Safety Committee meeting have not been set for 2016.

*Action Item: Mark will schedule quarterly meetings for the Safety Committee.*