

**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. The General Counsel’s Office 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.