

**Safety Committee
Meeting Agenda
April 29, 2016**

Members in Attendance

Chris Boake
Eric Craft
Susan Fiscor
Brian Gard
Pam Jeffreys
Mary Lucal

Jennifer Lane
Robert Nobles
Jillian Pacino
Mike Raabe
Dan Trentham

- I. **Approval of Minutes** - Minutes were approved with one minor change. The transitional duty policy is being developed by the General Counsel's office and not the Human Resources officers.
Action Item: Mark will make this change and post the minutes on the EHS websites.

- II. **Introduction of New Members** – Pam Jeffreys joined the Safety Committee. She is the new director of Risk Management. Eric Craft joined the group from Parking and Transit. Susan Fiscor is leaving the university.

- III. **Workers Compensation Changes** – There are two significant changes that will take place starting July 1. The notice of loss report must be completed within five day by the injured employee's supervisor. Failure to complete this report within five days will results in a \$1,000 penalty being assessed to the department. The second major change will be requirements for a return to work (transitional duty) program. With this program the university will be seeking to return employees work with restrictions.
Action Item: Mark will send the draft plan (transitional duty) to safety committee members. Comments should be sent to Mary Lucal before next Wednesday (May 3)

- IV. **2015 Employee Accident Statistics** – Calendar year 2015 saw the lowest number of employee lost workdays due to accidents. The number of OSHA reportable cases was in the mi-90s. Accident reporting and investigation were discussed. Reporting near misses was extensively discussed during the meeting

- V. **Environmental Compliance Team Meeting Minutes** – The handouts contained the latest minutes from the Environmental Compliance Team. This group meets again next week.
- VI. **Lab Safety Committee Meeting Minutes** – The handouts contained the minutes from the most recent Lab Safety Committee meeting.
- VII. **Safety Awards** – Robert Nobles discussed safety awards that were made yesterday afternoon at the Tyson Alumni House. Those receiving awards included Christine Egger, Terry Hazen, Guoxun Chen, Dawnie Steadman, Lee Meadows Jantz, Colleen Gilrane, and David Bemis.
- VIII. **UT/TBR Safety Offices and Emergency Managers Meeting** – The handouts contained the agendas for the UT/TBR safety officers and Emergency Managers’ meeting, which was held earlier this month.
Action Item: Mark will send committee members minutes for these two events when they are complete.
- IX. **JIAM Gas Sensor** – EHS staff met with Darcy Rathjen (JIAM facility managers) this week to discuss oxygen sensors/alarms. At the moment, there are four labs in JIAM that have these alarms. A draft protocol is in development for responding to alarm activation. The next phase of JIAM contains toxic gas sensors, which will be more challenging from a safety perspective.
- X. **Gas Leak** - A gas leak occurred in room 351 of Buehler Hall last week. Upon investigation the fire department also determined there was a gas leak outside the building, near the meter. The leak inside the building was determined to be gas valve that was partially open.
- XI. **2016 Emphasis Program** – Training will be an emphasis program for 2016 for EHS.
- XII. **EHS 2016 Metrics** – The handouts contained the EHS metrics for 2016. The list represents an expansion from the previous year. Most the metrics are leading indicators.
- XIII. **TOSHA Inspection** – A representative (John Houghton) from TN OSHA was on campus on March 22 for a regular scheduled inspection. A single finding (fall hazard at the steam plant) was noted in the report, which has been corrected.

- XIV. **Peer Safety Review** – The annual peer safety review was conducted on March 7 with the report received yesterday.

- XV. **New Business** – Brian Gard mentioned the UT Mitigation Plan that is currently under revision. Of particular interest were earthquakes and the need for shelving that holds hazardous chemicals to have lips. This was identified in the 2008 plan, but is not being implemented.

- XVI. **Next Meeting** – Mark will schedule the next meeting and inform members.