

Safety Committee Meeting Minutes February 16, 2017

Members in Attendance

Chris Boake – College of Arts and Science
April Case – Environmental Health and Safety
Steve Crouch – UTIA Safety Office
Bill Dunne – College of Engineering
Pam Jeffreys – Risk Management
Jennifer Lane – Risk Management
Dan McGuffey – Human Resources
Robert Nobles – Office of Research and Engagement
Jacob Payne- UTIA Safety Office
Mike Raabe – Facilities Services
Emily Simerly – UT Police
Mark Smith – Environmental Health and Safety
Jacky Stalling – Parking and Transit

- I. **Minutes** – Minutes from the previous meeting were included in the handouts and approved by members in attendance.

- II. **2016 Employee Accident Summary** – The handouts contained the OSHA 300a, end-of-year accident summary for the Knoxville campus. This information does not include UTIA.

- III. **4 Year Trend of Accidents** – The handouts contained a graph and text that describes lost time due to accidents during the past four calendar years. 2016 had the least number of lost days due to employee accidents in more than 30 years.

- IV. **Facilities Services 2016 Respiratory Protection Program** – The handouts contained an annual report for respirator use in Facilities Services. Mike Raabe presented the report. It was noted that most employee who are issued a respirator use them infrequently.

- V. **Lab Safety Committee (LSC) Meeting Minutes** – The handouts contained minutes from the most recent LSC meeting. A department safety contact program is being planned with an initial meeting planned for April.

- VI. **Environmental Compliance Team (ECT) Annual Report** – The handouts contained a draft of the ECT annual report.

- VII. **Reporting – Escalation Process** – The topic of reporting various events has been discussed in both the Safety Committee and LSC. Mark volunteered to develop a plan to address this subject. *He will include both committees in the formulation of this document and report back at the next meeting.*

- VIII. **Silica Standard** – The handouts contained a status report on the silica program. *Mark will be meeting separately with Mike Raabe to discuss the impact on Facilities Services.*

- IX. **Facilities Services Incident Report Form and Process** – Mike Raabe discussed a new process and form that he is ready to implement in Facilities Services. *Mike will work with the Risk Management Office to determine if this form can be combined with another form that can be used campus-wide.*