

Safety Committee Meeting Minutes

May 24, 2017

Members in Attendance

Chris Boake – College of Arts and Science

Bill Dunne – College of Engineering

Clayton Frazier – Experience Learning

Brian Gard – Emergency Management

Pam Jeffreys – Risk Management

Laura Lucas - Parking

Dan McGuffey – Human Resources

Emily Simerly – UT Police

Mark Smith – Environmental Health and Safety

Jacky Stalling – Parking and Transit

Roy Warwick – Facilities Services

David White - UTIA

Scott Zurcher- Athletics

- I. **Minutes** – Minutes from the previous (February 16, 2017) meeting were included in the handouts and approved by members in attendance.

- II. **Silica Program** – Mark discussed various aspect of this program and planned activities related to compliance in this area.

- III. **Accident Investigation Form** – Facilities Services is conducting a trial of a new accident investigation form/process developed by Mike Raabe. The Risk Management Office is waiting for the state to implement an information management system (Origami), which may impact the accident investigation/documentation process.

- IV. **Employee Accidents** – The handouts contained a summary of employee accidents for the year through May 1. Pam Jeffreys presented information regarding worker's compensation claims. The number of claims have increased this year. Strains were the most common injury, followed by contusions and then lacerations. Seventy-eight percent of the claims are medical only with 22 percent being indemnity. Lag time reporting by employees has improved significantly. Average costs for claims were also presented.

- V. **EHS Safety Projects** – The handouts contained a document that summarizes various safety projects performed by EHS’ safety section this year. This file did not include lab safety, fire safety, training or environmental compliance. A large portion of the projects relate to compliance efforts. Significant programmatic efforts include ladder safety, confined space, an aerial lift and forklift emphasis program, an electrical safety program, silica program and indoor air quality investigations.

- VI. **Third Party Maintenance of Automated External Defibrillators (AED)** – EHS has developed an RFP for third party maintenance of the AEDs on campus. This would provide an additional layer of protection.

- VII. **Safety Officers’ Spring Meeting** - The handouts contained the minutes from the spring safety officers’ meeting, which was a collaboration of UT and Tennessee Board of Regent schools. There were 39 topics covered in the minutes.

- VIII. **Reporting – Escalation Process** – The handouts contained a list of events (example fatality) that may require reporting to various university administrators. A meeting is planning for early-June to evaluate the need for a formal process of reporting.

- IX. **Hazard Mitigation Plan** – The Knoxville campus has adopted a hazard mitigation plan. One element of this plan will be the ability to lock classroom doors in the event of an active shooter. In addition, a demonstration plan is being developed to address hazardous chemicals in laboratories and earthquakes.

- X. **Emergency Management Tabletop Exercise** – Last week the campus office of Emergency Management hosted a tabletop exercise that involved an active shooter. There was good participation from both the campus and local emergency responders. A full-scale exercise, with the same scenario, is planned for next year.