Safety Committee  
Meeting Minutes  
February 12, 2018

Members in Attendance:

Chris Boake – College of Arts and Science  
James Cantu - EHS  
Steve Crouch - UTIA  
Bill Dunne- College of Engineering  
Dave Irvin – Facilities Services  
Pam Jeffreys – Risk Management  
Dan McGuffey – Human Resources  
Tykera Mins – Emergency Management  
Emily Simerly – UT Police  
Mark Smith – EHS  
Jack Stalling – Parking and Transit  
Brad Walker – Emergency Management  
David White - UTIA  
Scott Zurcher – Athletics

I. Minutes From Previous Meeting- Minutes from the previous meeting were included in the handouts for review. Any noted changes should be directed to Mark Smith.

II. Annual Report – Environmental Compliance Team – The handouts contained a draft of the annual report for the Environmental Compliance Team for 2017. Additional information is being solicited and a final copy will be available in approximately two weeks.

III. Laboratory Safety Committee - Minutes from the January meeting of this group were included in the handouts. Major topics from this text were highlighted.

IV. 2017 Employee Accident Stats – April Case from EHS prepared the handouts that summarize the 2017 employee accidents. The total number of lost employee workdays due to accidents was at a record low. The number of restricted or transferred workdays due to on-the-job accidents as up. Accidents involving ladder were significant during 2017.

V. Campus Peer Safety Review – The annual peer safety review is scheduled for Monday, March 26. The safety officer from the UT Health Science Center will be performing the audit.

VI. Emergency Management Update – A full-scale exercise is scheduled for three days in May with the scenario being an active shooter.

VII. Agenda for the TN Safety Officers Meeting for Higher Education – The handouts contained a draft agenda for the spring TN Safety Officers meeting. This annual event brings
together the safety officers from the UT and TN Board of Regent school.

VIII. **Chemical Inventory** – The annual chemical inventory started in January with the deadline being March 1.

IX. **Bylaws and Membership Review** – The handouts contained the Safety Committee by-laws. A number of minor changes were recommended. *Mark will make these changes and forward to the group.*

X. **AED Program Management** – UT has identified a contractor to manage the 130+ automated external defibrillators (AEDs) on campus. It’s hope this process will start in July of this year.

XI. **New Business** - Various safety aspects were discussed relative to the controversial speaker, who is scheduled to appear this Saturday on campus.

XII. **Meeting Schedule for 2018** – The Safety Committee is scheduled to meet the third Monday of the second month of each quarter during the year.

XIII. **Next Meeting** – The next meeting will be May 21 – at 1:30 p.m. in 113 of Blount Hall.