

Attendance

Member	Position/Organization	Pres.	Abs.	Alt.	Alt. Designee
Sandra Prior	EHS Director (Committee Chair)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Steve Crouch	UTIA Campus Safety Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Brian Gard	Director of Emergency Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scott Zurcher	Athletics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mary Lucal	Human Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Misti Bain
Mark Hair	Parking Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dave Irvin	Facilities Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Derek Baily
Pamela Jeffreys	Risk Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Justin Hayes	University Housing Safety Supervisor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Angie Robinette	Risk Management- System Worker Comp Coordinator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
NA	Dean of Students or designated representative	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bill Dunne	Tickle College of Engineering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Larry McKay	College Arts and Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
NA	One SGA or GSA student representative	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Kim Harmon	Guest/EHS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Attachments and References

1. Committee Bylaws
2. OSHA 300a End of Year Report
3. Hess Hall and Laurel Hall Fire Information
4. University Housing Call Center Information
5. Fire Alarm Trend Analysis 4th Qtr. 2019
6. Battery Safety Lessons Learned
7. Meeting Attendance Sheet

Topic Summaries

1. **Review and approve minutes from previous meeting.**
Minutes from the previous meetings September 11, 2019
 - a. We needed 50% of votes to approve in person. We did not have that many people present at the meeting.
 - b. Minutes were electronically approved by email after the meeting.
2. **Committee Bylaws Update (Brian)**
Bylaws were updated real time during meeting. Discussed with people present at meeting. Updates were sent after the meeting and voted on electronically for approval.

- a. Executive Safety Council Feedback (March 17th next meeting)

3. Risk Management Updates

- a. No update for this meeting

4. Summary of 2019 OSHA reportable and recordable accidents at UTK

Sandra has update from Angie

- a. OSHA 300a is the report UT has to send to TOSHA each calendar year. Once signed by UT systems representative then a copy is sent to each of the other UT campuses. For UTK a copy is sent to Human Resources, Facilities Services, Risk Management, Housing, and Athletics to post.
- b. Bill's question is does this include students? This includes student employees.
- c. Categories of injuries reported
- d. 1 death but that was of natural causes.
- e. If anyone wants a copy we can send to you if you would like a copy to post or keep for your records. Just let us know.

5. EHS Re-organization update (Sandra)

Completed integration of the other groups into EHS there are still a few items to take care of.

- a. We have to create a recharge center for dosimetry billings due to charging sponsored projects.
- b. Set up meeting with Bill to talk about BioRAFT and metrics
- c. 7 positions open now. Assistant Director posting closed with 32 applicants, Environmental Coordinator position closing today with 20 applicants, our other positions will remain open for a little while longer to accept more applicants.
 - I. Occupational Health Program Manager
 - II. Program Leader, Environmental Programs
 - III. Program Leader, Industrial Worker Safety
 - IV. Sr. Laboratory Safety Specialist, Biological
 - V. Supervisor, Industrial Worker Safety
- d. Bill says with new budget model coming out they are using FY19 budget information. Need to be sure with our growing department that our costs will go up and we need to be sure that we have someone looking at that to let Dean's and Department Head's know that this is something that will change moving forward and will be more than what the model is showing now.
- e. We have a base line for quality care but we also have to come up with service charges as well.
- f. EHS was moved from facilities under public safety in the new budget model.
- g. EHS now on 4th and 5th floors of East Stadium Hall thanks to Bill.
- h. Changes – building a new radiation building down on Middlebrook so we will need a vehicle to transport waste from campus to new building.

- i. Suggestion to us from search committee member on positions - put each person all in 1 file for future reference to be able to scroll all the way through 1 document per person.

6. Accident/Incidents Lessons Learned

a. New

- (i) Residence Hall Fires at Hess & Laurel - What happened during these 2 incidents in January?
 1. Hess – student had space heater that should not have had space heater, it was setting under a chair and caught on fire. What happened was the student kicked it and it caused it to unplug. The student then used water to put it out. Issue with this was that it did not go into alarm or call anyone. No one was notified due to how the alarm system works and was reset by housing. Justin was not informed until the next day and we did not hear anything about it.
 2. Laurel Hall – flat iron and dropped inside trash can and caught the contents on fire. Was extinguished by the student. RA silenced and reset the system on this one as well. This one was also not reported to EHS. Justin did not hear about it until the next day.
 3. Do not know why pull stations are not being used and not reporting correctly.
 4. They should only reset for false alarms. These were not executed appropriately.
 5. Justin retraining those involved with not following correct procedure. Disciplinary action being taken as well.

(ii) Fire Alarm Trend Analysis, CY 2019, 4th Qtr.

(iii) Stop Work at Dabney-Buehler 504 – EHS called first stop work. Dr. Dai's lab –

Improper Fluorine Gas Handling: 1) expired cylinders; 2) cylinders past due for hydrostatic testing; 3) wooden gas cabinet does not meet NFPA 55 standard; 4) gas distribution copper pipe may be corroding – requires inspection; 5) gas tubing distribution lines in Room 503 are not labeled for contents making it difficult to determine what is in them.

b. Updates:

- (i) Ferris Hall Employee Concern – Potential radon exposure (Sandra).
 1. Canopy hood in lab repaired and running at 200 CFM
 2. Waiting on final report from FS engineer's review of the air exchanges in Ferris Hall room 213 that will verify either current fan is sufficient or if a larger fan is required.
 3. Fan will remain on continuously
- (ii) Lessons Learned – Battery Recharging
 1. Knoxville and Chattanooga both had a battery issue.
 2. What was asked at system level is to have a library of lessons learned that all campuses can get too. Working with systems now to get a SharePoint file going. Set up to be able to use NetID and password to get access.
 3. Larry said that there is interest to maybe get Sandra to come to a department heads meeting to give a 15 – 20 minute presentation and have the lessons learned documents to hand out to people. Especially where it is relevant to everyone.

7. Other Business.

Next Meeting: May 2020 (cancelled); Zoom Meeting August 5, 2020