

UTSI Safety Manual

UT System Policies

- a. SA0100 [Safety and Environmental Health](#)
- b. SA0200 [Emergency Management](#)
- c. SA0300 [Ionizing Radiation Safety](#)
- d. SA0400 [Hazardous Material Safety](#)
- e. SA0450 [Biological Safety and Select Agents](#)
- f. SA0500 [Laser Safety](#)
- g. SA0550 [Minors in Laboratories and Shops](#)
- h. SA0600 [Reporting Safety and Health Concerns](#)
- i. SA0700 [Safety and Environmental Health Responsibilities](#)
- j. SA0800 [Safety Committee](#)
- k. SA0875 [Firearms](#)

Contents

<u>Procedures</u>	<u>Page</u>
UTSI-0100 UTSI Safety Statement	3
UTSI-0101 Reporting and Investigating Fires	4
UTSI-0102 Protective Tags and Locks	6
UTSI-0103 Working Alone	7
UTSI-0104 Confined Space Entry	8
UTSI-0105 Infectious Disease Control Plan	12
UTSI-0200 Emergency Management	13
UTSI-0201 Emergency Preparedness	14
UTSI-0300 Ionizing Radiation Safety	15
UTSI-0400 Hazardous Material Safety	16
UTSI-0401 Hazard Communications Plan (Right-to-Know)	18
UTSI-0450 Biological Safety and Select Agents	20
UTSI-0500 Non-Ionizing Radiation Safety	21
UTSI-0550 Minors in Laboratories and Shops	22
UTSI-0600 Reporting Safety and Health Concerns	23
UTSI-0700 Safety and Environmental Health Responsibilities	24
UTSI-0701 Campus Inspection/Audit	25
UTSI-0702 Occupational Injury, Illness or Property Damage	26
UTSI-0703 Incident Reporting	29
UTSI-0704 Accident Analysis & Loss Prevention	30
UTSI-0705 Laboratory Safety	31
UTSI-0706 Environmental Protection	32
UTSI-0707 Safety Shoes/Boots and Prescription Eyewear	33
UTSI-0800 Campus Safety Committee	34
UTSI-0875 Firearms	35

Appendix A

Confidential Report of Safety, Health or Environmental Complaint	A-1
Supervisor's Report of Employee Accident	A-2/A-3
UTSI Laboratory Inspection Form	A-4
University of Tennessee Report of an Occurrence	A-5/A-6

Appendix B

Internal Policy on Reporting Motor Vehicle Accidents	B-1/B-2
--	---------

UTSI SAFETY STATEMENT

UTSI-0100

Version: 1

Effective Date: 03/15/2022

SAFETY STATEMENT. The University of Tennessee Space Institute (UTSI) will conduct all activities in accordance with the University of Tennessee, Federal and State safety and health standards. When an activity is not covered by such standards, UTSI will be guided by established industry practice or other applicable standards. When a suitable standard does not exist or when improvement of a recognized standards is indicated, UTSI will develop its own safety and health standard.

- Supervisors at all levels are directly responsible for the occupational safety and health of the employees they supervise and for assuring that environmental permitting/concerns have been addressed.
- The UTSI Safety and Health function is an advisory function established to provide employees with safety information, make recommendations, and assist with environmental compliance. The UTSI Safety and Health Office coordinates with the University-wide Safety and Health Office.
- Every employee should be made to understand that safety is a job requirement, not an option.

REPORTING AND INVESTIGATING FIRES	
UTSI-0101	
Version: 1	Effective Date: 03/15/2022

PURPOSE. This procedure provides guidelines for reporting an incident in which any type of firefighting equipment or group is utilized or assembled to extinguish a flame or apparent fire. For example; discharge of a portable fire extinguisher; activation of a water sprinkler system; extension and use of a fire hose; assembly of a fire brigade or fire department.

RESPONSIBILITY	PROCEDURE
Employee Extinguishing Fire or Discharging Fire Fighting Equipment	<ol style="list-style-type: none"> 1. Notifies his supervisor, as soon as possible, concerning the circumstances surrounding the discovery.
Supervisor	<ol style="list-style-type: none"> 1. Notifies the department manager/head as soon as possible. 2. Investigates fire circumstances and completes the attached Fire Report form (this is not necessary in the case where the fire department submits a report). 3. Forwards Fire Report form within 8 hours to the department manager/head. 4. Insures that any discharged extinguisher is recharged.
Department Manager	<ol style="list-style-type: none"> 1. Notifies the UTSI Safety and Health Officer immediately if serious personnel injury or property damage in excess of \$1,000 occurs. 2. Takes any immediate action deemed appropriate. 3. Secures fire area and impounds records, in preparation for any formal investigation, if judged warranted. 4. Reviews the Fire Report and forwards copies within 24 hours, with comments to the UTSI Safety and Health Officer.
UTSI Safety & Health Officer	<ol style="list-style-type: none"> 1. Acts as an (Ex-Officio) member of the Investigation Committee formed, providing expertise and consulting services to the Committee. 2. Reviews the Fire Report, and if Investigation Committee has not been formed, consults with Supervisor and others as appropriate and investigates the fire/circumstances for future prevention of like situation. 3. Sends copies of findings and recommendations to the Department Head and others as appropriate. 4. Guides and assists in the implementation of corrective action, as required.

FIRE REPORT (Ref: UTSI Safety Procedure UTSI-0101)		
DATE:	TIME DISCOVERED:	TIME FIRE OUT:
LOCATION:		
DISCOVERED BY:	PERSONS NOTIFIED & METHOD OF NOTIFICATION:	
EST. DAMAGE – BUILDING:		
EST. DAMAGE – CONTENTS:		
PERSONS INJURED:	HOW FIRE WAS EXTINGUISHED:	
DESCRIPTION OF EVENTS RESULTING IN FIRE. IF SKETCH IS NEEDED USE OTHER SIDE. DESCRIBE DAMAGE, CAUSES OF FIRE & FACTORS CONTRIBUTING TO EXTENT OF DAMAGE.		
REMEDIAL ACTION TAKEN:		
DATE:	PREPARED BY:	TITLE:

Copy: UTSI Safety Office
 Director for Facilities

PROTECTIVE TAGS AND LOCKS	
UTSI-0102	
Version: 1	Effective Date: 03/16/2022

PURPOSE. This procedure establishes a method for preventing personnel injury or equipment damage arising from accidentally energizing equipment under repair out of service, and being modified.

REQUIREMENTS

- “DANGER – DO NOT OPERATE” and “OUT OF ORDER” tags meet TOSHA standards in Part 1910.145(f).
- Equipment bearing a "DANGER – DO NOT OPERATE" or "OUT OF ORDER" tag is not operated.
- When more than one employee works on a system which is de-energized, each employee places a personal lock and danger tag on the equipment control point(s).
- Only the employee whose name is on the tag removes it. Exception: Under unusual circumstances, such as illness of the employee, the employee's immediate supervisor may remove the tag and authorize operation after ascertaining that it may be done safely. As soon as practical thereafter, the employee is informed of the action taken.
- Whenever a lock is used to prevent accidental operation of equipment, the only key(s) to the lock is retained by the employee who placed the lock and tag.
- “DANGER – DO NOT OPERATE” tags are used when personal injury or equipment damage will result from unauthorized operation.
- "OUT OF ORDER" tags are used to designate equipment not in service and not under immediate repair or modification.

RESPONSIBILITY	PROCEDURE
Supervisor	<ol style="list-style-type: none"> 1. Determines what activities and equipment contain a potential for injury due to accidental operation. 2. Assures that employees are made aware of the potential hazards and the correct preventive measures. 3. Supplies employees with tags and locks as required. 4. Observes work activities to ensure that protective measures are taken, as appropriate. 5. Devises and puts into effect a substitute positive means for preventing operation of equipment when a ready means for locking the control point is not available.
Employee	<ol style="list-style-type: none"> 1. Places one or more (as required) “DANGER - DO NOT OPERATE” tags on control points (switches, valve, breakers, etc.) when equipment is potentially hazardous to personnel or is de-energized for repair, inspection or adjustment. 2. Secures the control point(s) in the OFF position using one or more (as required) personal locks supplied by the supervisor. Retains key(s) in his personal possession. 3. Writes name on the “Danger” tag along with the reason for the outage and the date of placement. 4. Removes tags and locks when the work is finished and returns the items to the supervisor.

WORKING ALONE UTSI-0103	
Version: 1	Effective Date: 03/16/2022

PURPOSE. This procedure provides guidelines in determining when employees may work alone.

DEFINITIONS

1. A Second Person. A co-worker or supervisor assigned to assist in the job, perform a nearby job, or generally supervise in the immediate area of a task normally capable of being performed by an individual employee.
2. Working Alone. The performance of work by an employee who is out of visual and/or audio range of a second person for more than a few minutes at a time.
3. Disabling Accident/Illness. One that could render the victim incapable of getting help, causing the injury/illness to become significantly more severe or fatal. For example:
 - Paralyzing electric shock
 - Explosion
 - Poisoning or suffocation
 - Fire
 - Blinding
 - Severe cuts of arteries, tendons, or muscles
 - Impacts/falls that break legs, back or cause unconsciousness

REQUIREMENTS. Working alone is based upon general risk category evaluation of situations where the possibility of a disabling accident/illness is minimized. Working alone assignments are prohibited as a matter of routine. Below are some guidelines.

GUIDELINES

1. Typical work assignments where working alone is generally permissible:
 - Custodial job functions
 - Routine and inspection tours
 - Office and administrative duties
2. Typical work assignments where working alone is prohibited:
 - Wiring electrical panels
 - Working in confined spaces
 - Operating heavy equipment

CONFINED SPACE UTSI-0104	
Version: 1	Effective Date: 03/16/2022

PURPOSE. This procedure contains guidelines to ensure a safe working environment for workers required to enter/work in confined spaces.

DEFINITIONS

Confined Space. An enclosed or partially enclosed space presenting a potentially dangerous atmosphere or situation due to an oxygen deficiency, toxic or flammable gas, vapor or particulate.

Confined Space Permit. A step-by-step written document used each time a confined space is entered.

Confined Space Hazard Analysis. A thorough investigation of a confined space, identifying existing or possible hazards.

REQUIREMENTS

Confined spaces are not entered when any of the following conditions exist:

1. Oxygen level is below 19.5%.
2. Lower Explosive Limit (LEL) meter shows any detectable readings.
3. Toxic gas, vapor, fume, or dust conditions are above the limits specified in ACGIH TLV handbook. The handbook and/or information/education on limits are available from the UTSI Director for Facilities.
4. Failure of the measuring instrument to exhibit satisfactory performance in all pretest functions.
5. Permit is not completed or improperly completed (See next page).
6. The permit must be approved by someone other than the person(s) entering the space; preferably a supervisor or the Safety Office.

EQUIPMENT. Oxygen and LEL monitors can be obtained by contacting UTSI Director for Facilities.

CONFINED SPACE ENTRY DISCUSSION. The following discussion on entering confined spaces is provided to help the reader recognize some of the hazards encountered when working in confined spaces and how safe work practices can reduce or eliminate the hazards.

Atmosphere. Atmosphere in a confined space can be hazardous because of flammability, toxicity, corrosiveness, and asphyxiating properties.

Flammable. Flammable atmospheres arise from enriched oxygen atmospheres, vaporization of flammable liquids, combustible dusts, and possibly by-product of work. Many flammable gases may form pockets in tanks and pits. Propane is one such gas.

Certain types of bacteria (anaerobic) produce methane, which is extremely explosive and may be found in sewers. Flammable gas may also be present because of leaking acetylene hoses or vapors from leaking liquid hydrocarbons piping (diesel fuel). Vapors from many paints are also flammable.

Toxic. Toxic atmospheres may be formed from incomplete combustion, work processes and solvents used in cleaning. Carbon monoxide (CO) is formed from incomplete combustion. It chemically combines with the hemoglobin in the red blood cells reducing the ability of the blood to carry oxygen to the body. Plated bolts and galvanized steel may also produce toxic gases when exposed to heat.

Hydrogen sulfide, a product of combustion of the coal burning process, may be present after cool combustion testing. Some solvents used in cleaning may produce toxic vapors.

Corrosive or Irritant. Some irritant gases that may be present in large quantities after combustion testing are nitrogen dioxide (NO₂) and sulfur dioxide (SO₂).

Trichloroethylene (used as a solvent) is also an irritant. Irritant gases may cause long range damage to the respiratory system since damage to the body tissues occur over a long period of time and a worker may not be aware of a general weakening to the defense reflexes.

Asphyxiating. Reduction of oxygen in a confined space may result from either consumption or displacement of oxygen. Oxygen levels below 16% may result in a person feeling drowsy. He may experience breathing problems and ringing in the ears. Oxygen levels below 12%–10% can cause loss of consciousness and death.

Oxygen in a space may be consumed during welding, cutting, and brazing. A subtler consumption may occur because of bacterial action. Aerobic bacteria in sewer lines consume oxygen and produces carbon dioxide (CO₂). Oxygen reduction is also possible because of oxidation of metal (rust), and the number of persons in a confined space consuming oxygen because of their physical activity.

Oxygen deficiency may be caused by air being displaced by nitrogen purge gas or CO₂ leaking from a fire fighting system. Carbon dioxide causes an increase in the acidity of the blood and may prove fatal in concentrations as low as 6%.

SAFETY EQUIPMENT. The following safety equipment is available and should be considered prior to entering/working in a confined space.

Eye and Face Protection. If eye-irritating chemicals/vapors or dusts are present, use safety goggles. Welders wear required eye protection and helpers wear at least plain safety glasses. If chipping or grinding, use goggles or safety glasses with a full-face shield.

Head Protection. Wear head protection in hardhat areas and other areas where headbumping may be a problem.

Body Protection. Wear rubber gloves if handling irritating material. Cotton clothing provides better protection from burning than nylon, rayon, Dacron, etc. Welders should wear leather arm/shoulder covers.

Hearing. Wear ear protection if generating noise (grinding, chipping, arc-gouging).

Respiratory Protection. Use dust respirators in a dusty environment, chemical respirators for chemical vapors and SCBA if attempting a rescue. Under no circumstance is a confined space to be entered if the atmosphere is not safe. SCBA's are used only in rescue.

Hand. Wear gloves if handling sharp, metal, or rough surfaces. Wear rubber gloves if handling chemicals/solvents.

Safety Belt. Safety belts are required for all confined space entry. Lanyards are not required to be worn if not needed to prevent a fall or if the environment is known not to be immediately dangerous to life. Lanyards must be available outside the space for any rescue operations.

WORK PRACTICES

1. Test top and bottom of confined spaces for lighter and heavier-than-air gases.
2. Continue to monitor the atmosphere during the work activity to ensure the atmosphere is not being contaminated by the work activity.

3. Inspect welding hoses for leaks prior to use.
4. Secure gas cylinders outside confined spaces.
5. Maintain visual and audible contact with personnel outside the space.
6. Avoid smoking near manholes and sewers.
7. Tagging equipment is generally not sufficient protection. Lock/block of controls and blind flanges must be used.
8. If possible (low dust concentrations) purge the space with air prior to entry and continuously thereafter.
9. Never enter a confined space without an outside observer. If possible, the outside observer should be trained in first aid and CPR.
10. Explosion proof electrical equipment should be used when flammable vapors are expected.
11. Personnel must be familiar with the proper use of the required safety and rescue equipment.
12. Continuous ventilation must be maintained when using chemicals, solvents, or painting inside a confined space.
13. The nozzle of steam cleaners should be bonded to the space to prevent static electricity from being generated.
14. Ladders should be secured prior to entry into a confined space.
15. Rescue plans should be finalized prior to confined space entry. Many of the spaces have 20" to 24" manways and would make rescue difficult. Under the arm harness may be considered for these locations.

Note: A "Confined Space Permit" must be properly filled out and approved before entry (see Confined Space Permit form immediately preceding this procedure).

CONFINED SPACE PERMIT (Ref: UTSI-0104)				
Confined Space _____				
Checked By _____		Date: _____		
Performed By _____		Date: _____		
Approved By _____		Date: _____		
<p style="text-align: center;"><u>POSSIBLE HAZARDS</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> 1. Entrance to Gases/Fluids into Space 2. O₂ Deficient/Combustible Gases 3. Noise 4. Temperature 5. Illumination 6. Falls 7. Communication 8. Ventilation </td> <td style="width: 50%; border: none;"> <ul style="list-style-type: none"> 9. Access/Egress 10. Electrical 11. Moving Machinery 12. Other </td> </tr> </table>		<ul style="list-style-type: none"> 1. Entrance to Gases/Fluids into Space 2. O₂ Deficient/Combustible Gases 3. Noise 4. Temperature 5. Illumination 6. Falls 7. Communication 8. Ventilation 	<ul style="list-style-type: none"> 9. Access/Egress 10. Electrical 11. Moving Machinery 12. Other 	<p style="text-align: center;"><u>PRECAUTIONS</u></p> <ul style="list-style-type: none"> 1. Personal Protective & Rescue Equipment 2. Warning Signs 3. O₂ /LEL Meter 4. Training 5. Fire Fighting Equipment 6. Other
<ul style="list-style-type: none"> 1. Entrance to Gases/Fluids into Space 2. O₂ Deficient/Combustible Gases 3. Noise 4. Temperature 5. Illumination 6. Falls 7. Communication 8. Ventilation 	<ul style="list-style-type: none"> 9. Access/Egress 10. Electrical 11. Moving Machinery 12. Other 			
HAZARD	SOURCE	ELIMINATION / MITIGATION		

INFECTIOUS DISEASE CONTROL PLAN UTSI-0105	
Version: 1	Effective Date: 03/16/2022

PURPOSE. To provide a basic procedure for UTSI custodians who could reasonably be expected to have incidental contact with humanbody fluids during their normal work assignments.

NOTE. Exposure to Blood Borne Pathogens or other human body fluids on the UTSI campus would be incidental for any employee or visitor. UTSI has no onsite facilities that generate contaminated wastes, including “sharps”.

REQUIREMENTS

1. This procedure shall be posted in the lower D-wing break area of the main academic building, in each custodial closet throughout the campus, and shall be distributed in hard copy to each current and new-hire custodian.
2. Each custodian shall receive annual training to recognize the potential dangers of and proper handling of Bloodborne Pathogens and other human body fluids. A self-administered web-based course can satisfy this requirement. Newly hired custodians shall receive this training within 3 months of beginning work.
3. A fully stocked spill clean-up kit containing disposable gloves, face mask, apron, disinfectant, and disposal (red “bio-hazard”) bag shall be maintained in the custodial supervisor’s office. The availability of the clean-up kit shall be made known to all custodians and it shall be readily available during normal working hours. **Note: Band-aids, feminine hygiene products, and cloths/towels used to clean up dried blood may be disposed of in the regular trash.**
4. All custodians shall be provided with disposable gloves and shall maintain a supply in their individual custodial closet. Custodians are advised and encouraged to use disposable gloves when cleaning restrooms, handling garbage bags from restrooms and in any situation where exposure to body fluids could be reasonably expected.
5. No custodian with an unhealed cut, open sore or other skin laceration will be assigned to clean up or assist in the cleanup of wet blood, vomit or other body fluids.
6. Custodians shall exercise caution in picking up any sharp object that could cause a cut or puncture wound and shall refrain from compacting garbage bags taken from restrooms. Any incident resulting in a cut or puncture would shall be immediately reported to the custodial supervisor and the object causing the wound shall retained for examination if it is of a suspicious nature (such as a syringe).
7. Red “bio-hazard” collection bags shall be disposed of by transport to an authorized medical disposal center, such as Southern Tennessee Medical Center in Winchester.

EMERGENCY MANAGEMENT UTSI-0200	
Version: 2	Effective Date: 03/17/2022

PURPOSE. The University of Tennessee Space Institute will use the policy statement of The University of Tennessee System Safety Policy SA0200, Emergency Management, as the primary guidance for implementing the above subject.

A separate document, outlining the procedures followed and assignments of the Emergency Management team, is available upon request from the UTSI Safety Office at 931-393-7208.

EMERGENCY PREPAREDNESS UTSI-0201	
Version: 2	Effective Date: 03/17/2022

PURPOSE. Information contained in the following link provides guidance intended to be used by the faculty, staff and students of the University of Tennessee Space Institute; [UTSI Emergency Preparedness](#). In the event of an emergency or abnormal condition, this guide is intended to be used as a quick reference for recommended action. For any questions or comments, please contact the UTSI Safety Office at 393-7208 or via email lbonner@utsi.edu.

IONIZING RADIATION SAFETY UTSI-0300	
--	--

Version: 1	Effective Date: 03/17/2022
------------	----------------------------

PURPOSE. The University of Tennessee Space Institute will use the policy statement of The University of Tennessee System Safety Policy SA0300, Ionizing Radiation Safety, as the primary guidance for implementing the above subject. No procedures on the above subject were necessary in the current revision of UTSI procedures.

The UTSI Safety Office is designated as the Radiation Safety Coordinator (RSO) for licensed or registered sources. All purchases and procurements must be handled through and with approval from the RSO.

HAZARDOUS MATERIAL SAFETY
UTSI-0400

Version: 2

Effective Date: 03/17/2022

PURPOSE. The University of Tennessee Space Institute (UTSI) will use the policy statement of The University of Tennessee System Safety Policy SA0400, Hazardous Material Safety, as the primary guidance for implementing the above subject.

This procedure establishes safe guidelines for purchasing, labeling, handling, storing, notifying users, and disposal of hazardous substances including carcinogens.

DEFINITIONS

1. Hazardous Substances. Any substance which is a physical hazard or a health hazard.
2. Physical Hazard. A substance for which there is scientifically valid evidence that it is a combustible liquid, compressed gas, explosive, flammable substance, organic peroxide, oxidizer, pyrophoric, unstable (reactive) or water-reactive substance.
3. Health Hazard. A substance for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "Health Hazard" includes substances which are carcinogens, toxic, or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatoxins, nephrotoxins, neurotoxins, agents which act on a hematopoietic system, agents which damage the lungs, skin, eyes, or mucous membranes.
4. Carcinogen. For hazard communication purposes, carcinogen means a substance recognized by the NIOSH "Registry of Toxic Effects of Chemical Substances" or by 29 CFR Part 1910, Subpart Z (OSHA).
5. Corrosive Solutions. Solutions having a pH < 2 or > 10.
6. Toxicity. Degree of harm a substance can cause upon contact with body cells.

RESPONSIBILITY	PROCEDURE
Requester of Hazardous Materials	<ol style="list-style-type: none"> 1. When requesting purchase of a Hazardous Substance: <ol style="list-style-type: none"> a. Considers whether a safer, effective substitute maybe used. b. Requests the minimum quantity feasible considering expected use, storage limitations, changes in characteristics during storage life, and waste disposal problems which may be encountered. c. Consults with the UTSI Safety and Health Officer or Chemistry Laboratory when in doubt as to applicability of this procedure. 2. Identifies those materials determined to be hazardous with the following information: <ol style="list-style-type: none"> a. Contents, if not clearly identified by vendor. b. Hazard (corrosive, toxic, etc.), if materials exhibit more than one hazardous characteristic, containers are identified by each of its

	<p>hazardous characteristics.</p> <ol style="list-style-type: none"> 3. Ensures storage containers and storage area for materials are compatible with the substances and are leak proof with properly fitted closures. 4. Inspects containers periodically for leaks. (Contents of leaking containers are immediately transferred to a new container). 5. Obtains recommended safety equipment such as spill- cleanup kits and places them in a suitable location and instructs all handlers of the hazardous material on their correct use. 6. Contacts the Safety Office if unknown substances are discovered.
Approving Supervisor/Manager	<ol style="list-style-type: none"> 1. Consults with requester the Safety Office and/or Chemistry Laboratory as necessary. 2. Approves requisition and forwards to the Purchasing Department.
Purchasing	<ol style="list-style-type: none"> 1. Contacts the Safety Office for approval, if felt warranted.
UTSI Safety & Health Officer	<ol style="list-style-type: none"> 1. Maintains file of Material Safety Data Sheets (MSDS's). 2. Instructs users in proper use, handling, safety equipment required, and disposal of hazardous materials in accordance with "Right-to-Know" requirements. 3. Assures that employees and students who would potentially purchase or encounter hazardous substances receive annual training in "Right-to-Know" requirements. 4. Gives orientation to all new GRA's, Co-ops, and employees. 5. Documents training and keeps file for inspection by appropriate personnel.

HAZARDOUS COMMUNICATION PLAN (RIGHT-TO-KNOW)

UTSI-0401

Version: 1

Effective Date: 03/17/2022

The leadership of UTSI have developed this Hazard Communication (HAZCOM) Plan to ensure that staff, faculty and student members enjoy a safe and healthful workplace. This HAZCOM Plan provides information about the hazardous materials present at UTSI. The information includes container labeling guidelines, staff training requirements and Safety Data Sheets (SDS) management.

HAZARDOUS MATERIALS. Information on each item can be found on the Safety Data Sheet, label package inserts, and other provided references. Each time a new product is received, it will be evaluated to determine whether it should be added to the inventory. The UTSI Safety Office is responsible for assuring that the inventory is updated annually.

Since virtually all tasks at UTSI are non-routine tasks, it is important to be familiar with UTSI Safety Procedure UTSI-0400.1, "Hazardous Material Safety" that immediately precedes this document.

A copy of the law and OSHA "Right-To-Know" regulations may be obtained from the UTSI Safety Office upon request.

SAFETY DATA SHEETS (SDSs). Safety Data Sheets for hazardous material are filed in the UTSI Safety Office and Physical Plant. The UTSI Safety Office will also review newly arrived data sheets for completeness and significant health or safety information, and see that new information is passed on the appropriate staff members. If an SDS is missing or incomplete, the UTSI Safety Office will request any needed data sheets from the manufacturer, and notify the appropriate OSHA agency if the SDS is not received.

Departments using the specific materials shall maintain a copy of the SDS and send the original or a copy to the UTSI Safety Office for his file.

SDSs are available to all staff members during regular work hours. If an SDS for a product is not available, contact the UTSI Safety Office.

CONTAINER LABELING. Each container of hazardous materials will have a label with the name of the contents and the appropriate warnings. When a product is used directly from the original container, the manufacturer's label will be reviewed to ensure that it contains all of the necessary information. If a product must be transferred to a secondary container for use, it must be labeled uniformly so that quick, accurate information may be obtained when necessary.

TRAINING AND INFORMATION. If you are exposed to hazardous materials, you will receive a hazardous materials health and safety training seminar during your orientation period. You will also receive annual refresher training and may be required to attend update seminars whenever changes in staff, chemicals, or operations occur.

The objective of this training is to provide you with the information necessary to properly and safely perform your work. Topics will include:

- Overview of your rights under the "Right-to-Know" Law
- Required labeling and SDS
- Safe handling of hazardous substances
- Cleanup of spills and disposal of waste
- First Aid procedures

- Proper storage and mixing principles

It is important that you receive this training and that you understand the safety and handling principles. If you have questions or desire additional training contact, contact the UTSI Safety Office.

Department supervisors may do the training, request their subordinates to do so, or may ask the UTSI Safety Office to complete the training.

CONTRACTORS. The UTSI Safety Office will personally notify outside contractors of any chemical hazard that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, the safe handling procedures to be used, and the location and availability of MSDS. Any contractor bringing chemicals on to the premises to perform work must provide the UTSI Safety Office with the appropriate hazard information, including labels used and any precautionary measures.

If you have any questions about this plan, contact the UTSI Safety Office, who will ensure that the policies in this plan are carried out.

RECORDKEEPING

- Records of training will be kept by the UTSI Safety Office.
- Medical records are confidential and will be kept by the Occupational Physician or the UTSI Human Resources and Services Office.
- A chemical worksheet will be submitted to TOSHA annually if quantities exceed the 55 gallon or 500-pound reporting limit.

BIOLOGICAL SAFETY AND SELECT AGENTS UTSI-0450	
Version: 1	Effective Date: 03/17/2022

PURPOSE. The University of Tennessee Space Institute (UTSI) will use the policy statement of The University of Tennessee System Safety Policy SA0450, Biological Safety and Select Agents, as the primary guidance for implementing the above subject. No procedure on the above subject is necessary in the current revision of UTSI procedures.

NON-IONIZING RADIATION SAFETY

UTSI-0500

Version: 1

Effective Date: 03/17/2022

PURPOSE. UTSI will use the policy statement of The University of Tennessee System Safety Policy SA0500, Laser Safety, as the primary guidance for implementing the above subject.

PROCESS

1. The Director-Center for Laser Applications (CLA) and the Research Laboratories Manager shall be responsible, in their respective areas, to ensure that the provisions of this procedure are carried out.
2. Submit a report to the UTSI Safety Office at the beginning of each fiscal year noting the location, wave length and power of all class 3b and class 4 lasers in use by UTSI faculty, staff, and graduate students.
3. Report to the UTSI Safety Office the acquisition of all class 3b and class 4 lasers, is provided to all faculty, staff, and graduate students assigned to work with these devices. A record of the date(s) of training, attendees, and a reference to the material covered shall be submitted annually to the UTSI Safety Office.
4. Ensure that formal laser safety training, including information on the proper use, safe handling, and health exposures of class 3b and class 4 lasers, is provided to all faculty, staff, and graduate students assigned to work with these devices. A record of the date(s) of training, attendees, and a reference to the material covered shall be submitted annually to the UTSI Safety Office.
5. Ensure that basic personal protective equipment, including appropriate eye protection, is available for all users and observers.
6. Ensure that all class 3b and class 4 laser equipment is prominently labeled with the wave length and power.
7. Ensure that hazard warning signs are prominently displayed where lasers are in use and a risk of injury is present.
8. Immediately report any incidents or accidents involving the laser devices covered by this procedure.

MINORS IN LABORATORIES AND SHOPS UTSI-0550	
---	--

Version: 1	Effective Date: 03/17/2022
------------	----------------------------

PURPOSE. Per UTSI HR Procedure 110, Employment of Minors, UTSI does not hire anyone under the age of 18 unless they comply with the exclusions listed in the employment of minors UT policy, [HR0110](#). Please refer to the UT System Safety Policy for minors, [SA0575 - Programs for Minors v.2 \(policytech.com\)](#), for additional information concerning programs at UTSI that may involve minors.

REPORTING SAFETY AND HEALTH CONCERNS	
UTSI-0600	
Version: 2	Effective Date: 03/17/2022

PURPOSE. The University of Tennessee Space Institute (UTSI) will use the policy statement of The University of Tennessee System Safety Policy SA0600, Reporting Safety and Health Concerns, as the primary guidance for implementing the above subject.

This procedure addresses safety and health concerns of UTSI employees and reporting of unsafe or unhealthy conditions and practices. This procedure does not include security, drug and alcohol abuse or comfort issues such as building air conditioning.

RESPONSIBILITY	PROCEDURE
Employee	<ol style="list-style-type: none"> 1. Report item to his/her supervisor. 2. If anonymity is desired, one or all of the options below are available: <ol style="list-style-type: none"> a. Report item to the UTSI Safety Office. b. Report item to a UTSI ERC Committee Member. c. Report item to a UTSI Safety Committee Member. d. Report item in writing (anonymously) to the UTSI Safety Office. The form in the Appendix of the Safety Manual may be used or by e-mail at bsafe@utsi.edu.

SAFETY AND ENVIRONMENTAL HEALTH RESPONSIBILITIES

UTSI-0700

Version: 2

Effective Date: 03/17/2022

PURPOSE. UTSI will use the policy statement of The University of Tennessee System Safety Policy SA0700, Safety and Environmental Health Responsibilities, as the primary guidance for implementing and establishing the responsibilities for the UTSI Safety and Health Officer and departments.

CAMPUS INSPECTION / AUDIT	
UTSI-0701	
Version: 2	Effective Date: 03/17/2022

PURPOSE. UTSI shall inspect and audit the campus facilities and functions annually.

RESPONSIBILITY	PROCEDURE
UTSI Executive Director	<ol style="list-style-type: none"> 1. Ensures that the UTSI Safety Office organize semi-annual Campus Safety Committee meetings and the annual facility safety audit. 2. Transmit results of Annual Campus Safety Audit to UT System (University) Safety Coordinator.
UTSI Safety Committee	<ol style="list-style-type: none"> 1. Conduct safety inspections in their area(s) of responsibility, including discussing safety concerns with faculty, staff, and students in their area(s) of responsibility. 2. Attend the semi-annual UTSI Campus Safety Committee meetings and present the findings from their inspections and discussions. 3. Pass on safety concerns to the UTSI Safety Office. 4. Notify the Chief Operating Officer or University Safety Coordinator of safety concerns beyond the power of the UTSI Safety Office to address.
Person Responsible for Building/Area	<ol style="list-style-type: none"> 1. Take actions necessary to address safety concerns noted by the Safety Office or Safety Committee member.
Safety Office	<ol style="list-style-type: none"> 1. Conduct semi-annual (Spring and Fall semesters) meetings of the UTSI Campus Safety Committee. 2. Follows up on inspection items within his control to cause abatement of the inspection items. 3. Acts as liaison for items requiring coordination with outside agencies, companies, or contractors. 4. Conduct annual safety audit and comply with reporting requirements to UT System (University) Safety Coordinator.

OCCUPATIONAL INJURY, ILLNESS OR PROPERTY DAMAGE	
UTSI-0702	
Version: 1	Effective Date: 03/17/2022

PURPOSE. This procedure provides guidelines for reporting non-recordable, recordable, and serious accidents.

DEFINITIONS

- A. Non-Medical Accident. An accident in which personnel injury requires no more than first aid and has low potential for serious injury, and is nominally less than \$1,000.
- B. Medical Accident/Illness. An accident in which personnel injury or illness requires more than first aid and/or property damage in excess of \$1,000 but does not result in a fatality, or hospitalization.
- C. Serious Accident. An accident which results in a fatality; an injury requiring hospitalization; when 5 or more persons are injured; or property damage in excess of \$100,000.

A. NON-MEDICAL ACCIDENT	
RESPONSIBILITY	PROCEDURE
Injured Employee	<ol style="list-style-type: none"> 1. Obtains first aid care, at once. 2. Informs his/her supervisor immediately. NOTE: All injuries, no matter how minor, are to be reported and investigated, since the investigation may result in remedial measures that could prevent recurrence.
Person(s) Assisting Injured Person	Assists in administering first aid.
Supervisor	<ol style="list-style-type: none"> 1. Completes the Supervisor's Report of Employee Accident within 24 hours, and forwards to the Department Head. A copy is sent to the Safety Office. 2. Refers to UTSI Personnel Procedure No. 750, "Safety and Health", and takes any other appropriate action, as requested.
Supervisor	Ensures first aid kits are placed in accessible locations and supplied.
Facilities Manager	<ol style="list-style-type: none"> 1. Reviews the Supervisor's Report of Employee Accident and forwards copies with his/her comments to the UTSI Safety and Health Officer. 2. Takes any immediate action deemed appropriate.
UTSI Safety and Health Officer	Reviews the Supervisor's Report of Employee Accident, consults with the Supervisor and injured employee, and implements corrective action as required.

B. MEDICAL ACCIDENT	
RESPONSIBILITY	PROCEDURE
Injured Employee	<ol style="list-style-type: none"> 1. Obtains first aid/medical care, at once. 2. Informs his/her supervisor, as soon as possible.
Person(s) Assisting	<ol style="list-style-type: none"> 1. Assists in administering first aid. Uses CPR if qualified and required. 2. If requested: <ol style="list-style-type: none"> a. Transports person to doctor or hospital – calls in advance Southern TN Medical Center (Winchester) 9-1-931-967- 8200 (first choice for potential Worker’s Compensation cases) Harton Regional Medical Center (Tullahoma) 9-393-3000 United Medical Center (Manchester) 9-728-6354 b. Or call ambulance, 9-911
Supervisor	<ol style="list-style-type: none"> 1. Notifies the applicable manager as soon as possible. 2. Completes the Supervisor’s Report of Employee Accident. within 24 hours, and forwards to the applicable manager. 3. Reports, as soon as practical, to the UTSI Human Resources and Services Office, with the injured person and a copy of the Supervisor’s Report of Employee Accident, in order to complete the Board of Claims Accident Report. 4. Refers to UTSI Personnel Procedure No. 397, “Worker’s Compensation”, and No. 750, “Safety and Health” and takes appropriate action.
Director for Facilities, Department Head or Director for Human Resources	<ol style="list-style-type: none"> 1. Reviews the Supervisor’s Report of Employee Accident and forwards copies, within 48 hours. 2. Takes any immediate action deemed appropriate.
UTSI Safety and Health Officer	<ol style="list-style-type: none"> 1. Reviews the Supervisor’s Report of Employee Accident and investigates accident circumstances if details are not clear. 2. Sends copies of his findings and recommendations, if warranted, to appropriate office. 3. Guides and assists in the implementation of corrective action, as required.

C. SERIOUS ACCIDENT	
RESPONSIBILITY	PROCEDURE
Supervisor	<ol style="list-style-type: none"> 1. Secures medical aid for any injured personnel. 2. Notifies the facilities manager/department manager immediately. 3. Completes the Supervisor’s Report of Employee Accident within 8 hours and forwards to the applicable Manager. 4. Reports, as soon as practical, to the UTSI Human Resource Office, with any injured personnel and a copy of the Supervisor’s Report of Employee Accident in order to complete the Board of Claims Accident Reports. (In case of extended hospitalization, UTSI Human Resource and Services Office will secure information from the injured personnel in order to complete that portion of the report.) 5. Refers to UTSI Personnel Procedures No. 397, “Worker’s Compensation”, and No. 750, “Safety and Health”, and takes any other appropriate action as requested.
Director of Facilities	<ol style="list-style-type: none"> 1. Notifies the UTSI Safety and Health Officer immediately. 2. Secures the accident area and impounds records, in preparation for any formal investigation. 3. Takes any immediate action deemed appropriate. 4. Reviews the Supervisor’s Report of Employee Accident and forwards copies, within 24 hours, with his comments to the UTSI Safety and Health Officer, Assistant Vice President for Administration and Finance and Assistant Vice President and Dean for Research and Development and Operations.

INCIDENT REPORTING UTSI-0703	
Version: 1	Effective Date: 03/17/2022

PURPOSE. This procedure provides guidelines for reporting incidents which may or may not result in personnel injury or property damage but have a reasonable potential for injury or property damage.

RESPONSIBILITY	PROCEDURE
Employee	Informs his/her supervisor, immediately.
Supervisor	Completes the Supervisor’s Report of Employee Accident, within 24 hours, and forwards to the department head/manager.
Department Manager	<ol style="list-style-type: none"> 1. Reviews the Supervisor’s Report of Employee Accident and forwards copies with comments to the Assistant Vice President and Dean for Research and Development and Operations and the UTSI Safety and Health Officer. 2. Takes any action deemed appropriate.
UTSI Safety and Health Officer	Reviews the Supervisor’s Report of Employee Accident and makes any recommendations deemed appropriate, with copies to the department manager/head.

ACCIDENT ANALYSIS & LOSS PREVENTION

UTSI-0704

Version: 1

Effective Date: 03/17/2022

PURPOSE. The University of Tennessee Space Institute (UTSI) will use the policy statement of The University of Tennessee System Safety Policy SA0700, Safety and Environmental Health Responsibilities, as the primary guidance for implementing the above subject. No procedures on the above subject were necessary in the current revision of the UTSI procedures.

LABORATORY SAFETY UTSI-0705	
Version: 1	Effective Date: 03/17/2022

PURPOSE. The University of Tennessee Space Institute (UTSI) will use the policy statement of The University of Tennessee System Safety Policy SA0700, Safety and Environmental Health Responsibilities, as the primary guidance for implementing the above subject. No procedures on the above subject were necessary in the current vision of the UTSI procedures.

REFERENCE. Chemical Hygiene Plan

[UTSI-Chemical-Hygiene-Plan-10-5-2021.pdf](#)

ENVIRONMENTAL PROTECTION UTSI-0706	
---	--

Version: 1	Effective Date: 03/17/2022
------------	----------------------------

PURPOSE: The University of Tennessee Space Institute (UTSI) will use the policy statement of The University of Tennessee System Safety Policy SA0700, Safety and Environmental Health Responsibilities, as the primary guidance for implementing the above subject.

No procedures on the above subject were necessary in the current revision of the UTSI procedure.

SAFETY SHOES / BOOTS AND PRESCRIPTION EYEWEAR
UTSI-0707

Version: 1

Effective Date: 03/17/2022

DEFINITIONS

Safety Shoes/Boots. Protective boots or shoes manufactured for the express purpose of protecting against impact to the foot.

Safety Glasses. Prescription eyewear manufactured for the express purpose of protecting against foreign bodies penetrating the eye tissue.

At Risk. Performance of a job/task by a UTSI employee that safety shoes or glasses would reasonably protect his/her eyes or feet from a lost time injury. The employee's supervisor shall be the principal person to determine whether an employee qualifies for the program.

PROCESS

1. Payment for glasses and/or shoes will be handled as stated below:
 - a. The cost of the safety glasses, up to \$250, will be paid by the employee and reimbursed by UTSI.
 - b. The cost of the eye exam will be paid by the employee.
 - c. The cost of safety shoes / boots will be paid by UTSI, up to \$120, once per year.
 - d. The cost for this program will be paid out of the employee's department annual budget. Employee's are required to get their supervisor / department head approval prior to purchase.
 - e. Part-time "at risk" employees will be eligible for the safety shoe / glasses program.
2. Any dispute as to an employee's eligibility or whether an employee is "at risk" will be resolved by simple majority of the UTSI Safety Committee members.
3. Employees must wear the protective equipment while at work if UTSI has purchased the shoes / boots or glasses.

CAMPUS SAFETY COMMITTEE UTSI-0800	
Version: 1	Effective Date: 03/17/2022

PURPOSE. The Space Institute will use the University of Tennessee System policy SA0800, as the primary guidance for the establishment and implementation of the campus safety committee.

COMMITTEE COMPOSITION

1. The safety committee members will be appointed by the executive director or a designee.
2. The committee will consist of a representative from Facilities, Business Office, Human Resources, Research and Operations Group, one non-exempt staff representative, one faculty member and a representative from the Student Government Association.
3. The Emergency Management / Safety Officer will serve as the committee chair and a representative from the Business Office will serve as the secretary.
4. The committee will meet semi-annually.

COMMITTEE REPORTING. The committee reports to the Executive Director.

COMMITTEE CHARGE

1. The committee shall review and advise the executive director and other administrators on matters relating to the safety and health of employees, faculty, students and visitors to the university.
2. The committee shall also review reports of potential physical hazards and practices, injuries or illnesses and actual losses, and make recommendations for actions to be taken.
3. The committee is to be advised of efforts already in place to reduce and/or control future accidents and illnesses.
4. The chairman will serve as the administrative point of contact for all matters regarding the committee. The chairman will direct appropriate staff sections to assist in developing and implementing programs recommended by the committee.
5. The minutes of committee meetings shall be submitted to the Executive Director.

FIREARMS UTSI-0875	
Version: 1	Effective Date: 03/17/2022

BACKGROUND. [Tennessee law TCA 39-17-1309](#) allows generally all UT full-time employees with a valid enhanced handgun carry permit to carry a concealed handgun on UT property. Exceptions to being allowed to conceal carry on UT property are:

1. Full-time employees who are enrolled in a class or classes at the university may not carry a concealed handgun on UT property.
2. Full-time employees are prohibited from carrying a concealed weapon into meetings about tenure and employee discipline.
3. Full-time employees may not carry a handgun into any area when university-sponsored events are underway, such as, events held in the auditorium, dining hall, lobby, and may not be brought into the recreation center.

PROCESS. Full-time employees at UTSI, who intend to carry a concealed handgun on UTSI property, are required to go to the Franklin County Sheriff's Office to notify police of their intent by completing paperwork in the presence of a sworn officer.

Applicants must bring their:

1. Faculty/staff identification card.
2. Valid Tennessee driver's license.
3. Valid Tennessee enhanced handgun carry permit.

For more information, see the university's [firearms policy](#) and [commonly asked questions about firearms](#).

TRAINING. UTSI does not provide training. If you are interested in receiving concealed carry training, contact one of the sites in the surrounding counties to schedule training.

CONFIDENTIAL REPORT OF SAFETY, HEALTH OR ENVIRONMENT COMPLAINT

Ref: UTSI Safety Procedure UTSI-0600-1

This form is to be used by University employees to report unsafe conditions on the UTSI campus. The use is intended for all employees and is not limited to the immediate work area. You are not required to give your name, department or phone number, however; this information will be kept confidential and will greatly assist in follow-up should additional details be needed.

Date: _____

Time of Day: _____

Location of Unsafe Condition: _____

Existing Condition Considered Unsafe: _____

Has this condition been reported to anyone? _____

Other/Comments: _____

Name: _____

Phone Number: _____

Department: _____	
RESERVED FOR SAFETY OFFICE USE:	
Inspection Date: _____	Work Order Submitted? _____
Existing Condition: _____	
_____ _____	
Abatement Date: _____	Follow-up: Yes _____ No _____

ACTION by SO: YES ___ NO ___
Date Rec'd: _____

The University of Tennessee
WORKERS' COMPENSATION

Supervisor's Report of Employee Accident

IN ORDER TO COMPLY with OSHA reporting regulations, Supervisors must provide the following information immediately following all work-related injuries, whether medical treatment is required or not. Completed form should be routed to campus Workers' Compensation office in accordance with campus procedures. **This form must accompany the completed State of Tennessee "Accident Report" claim form.**

IMPORTANT: If the employee does seek medical attention, remind him or her that medical services must be from a State network provider in order for medical expenses or lost time to be paid.

1. **EMPLOYEE** Name _____ Male Female (check one)
Job Title _____ Personnel No. _____ Time employee began work _____
Cost Center _____

2. **ACCIDENT CIRCUMSTANCES** Date of Accident _____ Time of Accident _____
Date Reported _____ Time cannot be determined _____

Was employee engaged in job duties at the time of accident? YES NO

Describe the conditions or circumstances which caused this accident to occur (what, who, when, how, and why). Please be specific. Use additional paper if necessary.

Witnesses, if any _____

3. **INJURIES** Extent of injury and affected body part/s _____

Was employee hospitalized for this injury? YES NO

Was employee treated in an emergency room? YES NO

When did employee first receive medical treatment for this injury? _____

Where? _____

4. **OUTCOMES** Will the employee lose work time other than the day of injury? YES NO

When? _____ How much? _____

Could this accident have been prevented? Explain. _____

What actions will be taken to prevent future accidents? _____

4. OTHER _____

COMMENTS _____

DEPARTMENT Department _____

INFORMATION Name of Supervisor _____ Campus Phone _____

Supv. Signature _____ Date _____

rev. 3/2002

UTSI LABORATORY INSPECTION		
Building		Date
Floor	Location	
FUME HOOD		
Hood Number/Location	Velocity Ft./Min.	Condition
EMERGENCY SHOWER		
Shower Number/Location	Condition	
EYE WASH STATION		
Station Number	Caps in Place	Condition

**University of Tennessee Report of an
Occurrence***
Accident / Incident

Entered _____ PF

 CF _____ CFN

 Space reserved for
 Risk Management

Limit Comments To Factual Information	<p>_____ (Campus or Facility) _____ (Date of Occurrence) _____ (Time of Occurrence) _____ (Date of Report)</p> <p style="padding-left: 100px;"> <input type="checkbox"/> Injury <input type="checkbox"/> Property <input type="checkbox"/> Security <input type="checkbox"/> Unsafe Conditions <input type="checkbox"/> Other ___ Street or Bldg. – Room # _____ Explain (Type of Occurrence – Check One) Description of Occurrence (Use Separate Page if Necessary) _____ </p>
Complete if Injury and/or Property Damage	<p>Persons Injured:</p> <p>1) _____ (Name) _____ (Address) _____ (Telephone) _____ (Relationship to Univ.)</p> <p>2) _____ (Name) _____ (Address) _____ (Telephone) _____ (Relationship to Univ.)</p> <p>3) _____ (Name) _____ (Address) _____ (Telephone) _____ (Relationship to Univ.)</p> <p>Medical Treatment Required <input type="checkbox"/> No <input type="checkbox"/> Yes Where? _____ Other Medical Information _____</p> <p>_____</p> <p align="center">Property Damaged (Description – Damage) _____</p> <p>_____</p> <p>_____ <input type="checkbox"/> Bills or Estimates Attached</p> <p>Witnesses: _____ (Name) _____ (Address) _____ (Telephone) _____</p>

<p>Other Information</p>	<p>Occurrence Reported To:</p> <p> <input type="checkbox"/> UT Campus Police <input type="checkbox"/> Local Police <input type="checkbox"/> Safety Officer <input type="checkbox"/> Other </p> <p>Other Comments</p>				
<p>Identification</p>	<p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </p> <p> Person Making Report (Print) Signature Address Phone# Relationship To Univ. </p>				
<p>*Occurrence: The event or condition that could or did cause injury or property damage.</p> <p>*Not to be used for healthcare incidents, automobile accidents, or workers compensation claim reporting.</p>			<p>Distribution</p> <p><input type="checkbox"/> <input type="text"/></p> <p><input type="checkbox"/> <input type="text"/></p>		

PLEASE REPORT ALL ACCIDENTS OR INCIDENTS PROMPTLY!

E17-0141-001-95

UTSI FACILITIES – INTERNAL POLICY ON REPORTING MOTOR VEHICLE ACCIDENTS	
---	--

Version: 2	Effective Date: 03/17/2022
------------	----------------------------

PURPOSE: This procedure provides guidelines for reporting vehicle accident involving;

- A. Personnel operating UTSI or personal vehicles.
- B. Motor Vehicle leased from UT (UTK Transportation Services).

MOTOR VEHICLES LEASED FROM UT (UTK Transportation Services)	
--	--

RESPONSIBILITY	PROCEDURE
Operator	<ol style="list-style-type: none"> 1. Notifies appropriate authority (city police, State Patrol, other). 2. Completes promptly, preferably at the scene, UT Driver’s Report of Automobile Accidents (form contained in glove compartment of vehicle). Reports serious accidents by telephone to Director of Transportation Services at Knoxville campus. Reports damaged vehicles which cannot be driven. 3. Informs supervisor and gives above report.
Supervisor	Informs his/her organizational superior.
Department Head	<ol style="list-style-type: none"> 1. Informs the UTSI Safety and Health Officer. 2. Reviews report and forwards it to (UT) Director of Services, and the Safety and Health Officer.
UTSI Safety and Health Officer	<ol style="list-style-type: none"> 1. Consults with supervisor and others and investigates to extent appropriate, considering factors such as severity and location. Note: UT does not carry commercial liability insurance for its motor vehicles. Claims against UT are settled by the State of Tennessee Division of Claims Administration. 2. Informs (UTSI) Dean of Research and Development and Operations of accident and action underway. 3. Makes recommendations to Department Manager and others as appropriate, and follows up on any action to be taken.

PERSONAL AUTOMOBILES ON UTSI BUSINESS*	
RESPONSIBILITY	PROCEDURE
Operator	<ol style="list-style-type: none"> 1. Notifies appropriate authority (city police, State Highway Patrol, other). 2. Promptly completes and forwards all required reports to the liability insurance company. Completes claims report and Supervisor's Report of Accident form if the accident involves personal injury. 3. Notifies supervisor.
Supervisor	Notifies his/her organizational superior.
Department Manager	<ol style="list-style-type: none"> 1. Notifies the Safety and Health Officer. Submits State Department of Safety, Board of Claims Accident Report Form and a copy of the Supervisor's Report of Accident form if the accident involves personal injury, or damages exceeding \$200. 2. Forwards copy to the Safety and Health Officer.
UTSI Safety and Health Officer	Reviews report of accident and informs Dean of Research and Development and Operations (UTSI).
<p>NOTE: Individuals who suffer bodily injury or property damage as the result of negligent operation of a University-owned or personally owned motor vehicle driven by a University employee on official University business may submit a claim to the Risk Management for Submission to the Division of Claims Administration. The State Board of Claims has full authority to determine the merits of any such claim and award monetary compensation where appropriate.</p>	