The meeting was convened by Committee Chair, Dave Morgan. Attendees introduced themselves.

**Members Present:** Charlotte Evans (UNLPD), Eileen Bergt (Landscape Services), Jane Wemhoff (Dining Services), Christine Cary (UNOPA), Jeff Lamp (BSM), Roger Quiring (UHC), Larry Schmid (Custodial Services), Dave Morgan (UAAD), Don Beerman (Office of Research Responsibility), Coleen Huls (Information Services), Greg Maguire (Housing), Brenda Osthus (EHS), Betsy Howe (EHS), Yoko Smith (EHS)

**Guest:** Zainudeen Popoola (Custodial Services)

**ENVIRONMENTAL HEALTH AND SAFETY:**
**FY 2009-2010 (4th Quarter) Injury Incident Report**
Yoko Smith reviewed the fourth quarter injury incidents:

- 38 incidents (49%) were classified as OSHA-recordable, incidents considered potentially more serious. 12 of these 38 were a result of Pushing/Pulling or Lifting/Carrying. Six of the 38 OSHA-recordable incidents (16%) were office workers.
- Members present requested a change in reporting to include incident cause(s). Causal factors are generally classified as: Material/Equipment, Environment, Administrative Controls, Engineering Controls, Personal Protective Equipment, and/or Personal. Within each general area, there are sub-categories to more specifically identify cause(s) of a particular incident. Incidents may be due to more than one causal factor.
- The most prevalent specific causal factors, Deviation from Protocol, Inattention (by the worker) and Inadequate Procedures, can all be best addressed by departmental effort.

**Meeting Dates 2011**
Betsy Howe presented tentative meeting dates for 2011: January 18, April 19, July 19, and October 18. The committee voted to continue with meetings on the third Tuesday following the end of each quarter and accepted the dates proposed.

April 19, 2010 will be an Open Forum at East Campus Union and October 18, 2010 will be an Open Forum meeting at City Campus Union. The 2011 January and July meetings will be held in the UNLPD conference room. Brenda Osthus, EHS, is providing a member call-in number for CUSC meetings October 2010 through 2011.

**Safety Committee Toolkit**
Betsy Howe reviewed key features of the EHS web site: Virtual Manual, Safe Operating Procedures, and various external links provided for benefit of the unit/facility/department safety committees and the campus community. Brenda Osthus discussed the EHS plan for a Safety Committee Toolkit. The Toolkit in development is designed to provide ‘tools’ for all levels of safety committee. For example, the toolkit provides basic safety committee set-up steps, how to renovate an existing safety committee, keys to success, goal-setting, metrics and more, all designed to help safety committees optimize their effectiveness.
EHS can produce reports of building, department and/or PI-specific safety audit findings to assist safety committees with review and mitigation of hazards in their area. EHS also can provide departments/facilities with injury incident reporting similar to that provided to the CUSC quarterly. Such reports can assist departments address causal factors toward the goal of reducing injury incidents.

OLD BUSINESS
The upcoming Employee Safety and Wellness Fair was the main topic of discussion. Chris Cary, Safety and Wellness Fair Coordinator, updated the membership on results of prior sub-committee meetings. Booths will be open and learning events provided from 9 a.m. through 3:30 p.m. The theme of the October 19, 2010 event is: SURVIVOR: 2010 Safety and Wellness Fair Sponsored by the Chancellor’s University Safety Committee (CUSC) and the Chancellor’s Committee on Wellness.

The sub-committee has worked hard to design an event to meet the needs and interests of personnel on both campuses. There will be something for everyone in a variety of interactive exhibits, presentations and seminars, along with a healthy snack--all free of charge!

Scheduled topics and exhibit categories include:
• Working Safely and Ergonomics
• Food Safety and Cooking
• Environmental Wellness
• Financial Health
• Physical and Emotional Health
• Fire Safety and Burn Prevention
• Personal Safety and Crime Prevention
• and more!

Learning tracks and certificates of attendance will be available. CUSC members are all asked to sign up to work a shift that day. Publicity is reinforcing the Open Forum CUSC meeting beginning at 3:30 p.m., immediately after the safety and wellness fair concludes. Online publicity is available through the UNL calendar and the CUSC portion of EHS’s web site: http://ehs.unl.edu/committees/#cusc

NEW BUSINESS
The question was posed about timing of the next campus-wide Safety Walk. Charlotte Evans said Jeff Hohlen was planning this event for April 2011.

CLOSING REMARKS
The next meeting is an Open Forum and will be held at the City Campus Union, room to be posted the day of the event. A call-in number will be furnished to committee members by EHS for remote attendance. The meeting was adjourned by Chair Dave Morgan.