Chancellor’s University Safety Committee (CUSC) Meeting
Tuesday, January 21, 2014
3:00-4:00 p.m.
UNLPD  300 N. 17th
Call-in @ 2:50 p.m.: (888) 820-1398, Code 3646181#
(*0=operator help, *6=mute/unmute own line)

AGENDA

1. Introductions  Beth Whitaker
2. Fiscal Year 2013-14 (2nd Qtr.) Injury/Illness  Yoko Smith
3. Fiscal Year 2013-14 (2nd Qtr.) Safety Audit  Betsy Howe
4. Old Business
   A. Emergency Planning update  Mark Robertson
   B. Other old business
5. New Business
   A. Emergency Phones on Campus  Owen Yardley
   B. Safety Committees (SCs) representatives  Beth Whitaker
      i. Welcome - CUSC support suggestions
   C. Efforts within your sphere of influence to foster goal
   D. Other new business
6. Adjourn  Beth Whitaker

Next meeting: March 18, 2014 OPEN FORUM @ East Union

Upcoming Meetings (at UNLPD, 300 N. 17th unless otherwise noted):
- March 18, 2014 OPEN FORUM @ East Union
- May 20, 2014  (Injury/Illness & Safety Audit reports Jan-Mar 2014)
- July 15, 2014  (Injury/Illness & Safety Audit reports Apr-Jun 2014)

Goal FY 2013-14:
To help foster UNL employee awareness of the individual’s role in their own personal safety, that of their co-workers, and safety/injury prevention in general at UNL. To foster completion of safety training by UNL employees, using the EHS Employee Training Needs Assessment, as a first step.
The meeting was convened by Chair, Beth Whitaker (School of Biological Sciences). Attendees introduced themselves.

Members:  Mark Robertson (UNLPD), Greg Maguire (Housing), Allan Henrichs (Shared Computing Services), Nancy Orsborn (UHC), Gustavo Delhon (SVMBS), Greg Turner (BSM), Larry Schmid (FMP Custodial Services), Kyle Hansen (Campus Rec), Rhett Zeplin (Utilities), Deb Pearson (Libraries), Jane Wemhoff (Housing Dining), Lynn Doser (Sheldon), Eileen Bergt (Landscape Services), Kim Phelps (Asst. Vice Chancellor Business and Finance), Brenda Osthus (EHS), Yoko Smith (EHS), and Betsy Howe (EHS).

Attending Remotely:  Karen Helberg (PREC), Logan Dana (NEREC), Allen Sprecht (UAAD)

Safety Committee Chairs:  Alan Boldt (BSE)

Guests:  Jacob Elliott (Daily Nebraskan)

SAFETY AUDIT AND INJURY INCIDENT INVESTIGATION OVERVIEW

At the request of Chair, Beth Whitaker, EHS Director, Brenda Osthus, provided the committee with an overview of the processes for EHS safety audits and injury incident investigations. Safety audits are conducted by EHS staff after successful completion of extensive training on all components of the audit process/identifying deficiencies. Audits are conducted on a schedule which is determined either by regulation or based on level of identified hazard for the space usage type. Some audits occur every six months, and some every one, two, or three years. Deficiencies found are corrected during the audit if possible. Post-audit deficiency findings are written up, reviewed, and sent to the person responsible for the particular space audited and others (for example, department chair and/or safety committee chair) as requested. EHS asks as a courtesy that completion of corrective actions is conveyed back to the auditor. Since prior inspection reports are reviewed prior to a current audit, repeat violations become apparent.

Injury incident information is received in the form of First Report of Alleged Occupational Injury or Illness forms furnished by the Benefits office. Starting with this information, the EHS investigator speaks with the injured person and their supervisor, upon occasion visiting the location where the injury occurred. An evaluation is made to determine causal factors and likely mitigation strategies and this information is reported to the employee/their supervisor. If there is applicable training that has not been taken that is reported as well.

FY 2013-2014 (2nd Quarter) INJURY INCIDENT REPORT
Thirty-seven (37) First Reports of Injury (FRIs) were received by EHS for injuries occurring between October 1 and December 30, 2013. Twenty-five (25) or 67.6% were classified as OSHA-Recordable, considered potentially more serious. All reports were sent to members for review prior to the meeting. Yoko Smith highlighted a few points:

- This quarter the incidents were more consistently distributed across worker types. Maintenance/Utility workers accounted for five injuries, followed by four for Animal Handlers, and three each for both Food Service and Custodial Workers. Yoko reminded the group that the “worker type” categorization is by job tasks not by department.
- The predominant category of injury was “Struck against or by,” which can be due to a variety of causal factors, and generally results in injuries such as bruises, lacerations, and fractures. Six of the injuries (24%) were in this category.
- Yoko informed the group of the January 20th explosion at a plant in Omaha which resulted in fatalities in addition to a number of injuries. A determination had not been made as to the cause. However, combustible dust is often characteristic of this type of operation. At UNL combustible dust can occur, for example, in woodworking facilities, large scale printing operations, and feed mills. Yoko indicated that EHS can provide more information or training to interested parties on the hazards of Combustible Dust.

FY 2013-2014 (2nd Quarter) SAFETY AUDIT OVERVIEW

Safety Audits are conducted of all spaces at UNL on a schedule, based on identified hazards and regulatory requirements. The quarterly safety audit report was sent to members for review prior to the meeting. Betsy Howe highlighted a few findings:

- In Laboratories the predominant findings are the same ones found in past quarters, i.e., improper chemical storage, improper use of ventilated cabinets, inaccurate or missing inventory of hazardous chemicals. In addition this quarter, auditors found a number of electrical cords/plugs not protected from damage and/or not in good repair, e.g., frayed/cracked cords, exposed wiring (cord and/or plug) and cords pulled away from plug. These conditions present an electrical (shock, fire) hazard and the cords/plugs should immediately be removed from service.
- Shop audits again noted a number of safeguarding violations. Missing/damaged guards on powered equipment can lead to very serious injuries from moving parts or pinch points. Hot work operations (torching, welding and similar operation capable of initiating fires through spark, flame, heat, etc.) conducted without implementation of hot work procedures and safety considerations was also of concern.
- Commonly found across all space usage types were: (a) zip ties/restraints that require use of a tool for removal being used to restrain power strips and cords (violates electrical code); (b) power strips, which are designed for low
power applications, being used for higher power items such as microwaves, coffeepots, heating torches, etc.; (c) lack of a Virtual Manual or equivalent plan addressing hazards in laboratory & shop areas; and (d) laboratory and shop workers lacking completion of basic safety training (Core-Injury and Illness Prevention Plan, Core-Emergency Preparedness) or other training required based on their job tasks.

OLD BUSINESS

Emergency Preparedness Update
Mark Robertson (UNL Emergency Preparedness Coordinator) reported on a functional emergency exercise conducted under the hypothetical incident of a crane falling on a bus full of students. This scenario tested the Family Resource Plan that was developed after lessons learned from previous exercises.

People are sending in their Building Emergency Action Plans. Consideration is occurring as to how to best make these plans available. Under investigation are some web-based tools such as SharePoint that allow for collaboration/emergency plan sharing.

Supplier Showcase Question Follow-up
A question was posed to the CUSC by an attendee at the recent Supplier Showcase. They expressed a concern about a paved walkway that was not available during construction and the apparent lack of snow removal in the nearest area. Eileen Bergt (Landscape Services) stated that in winter that department frequently gets complaints that ‘cut’ paths are not cleared. Normal paved walkways are cleared for use even though use of such walkways may mean a longer walk for some traversing from one area to another of campus. Areas where people want to walk to ‘cut’ the distance are not cleared because they are unsafe.

NEW BUSINESS

Emergency “Blue” Phones at UNL
Charlotte Evans (UNL Police Department) spoke to the group on behalf of Owen Yardley who was unable to attend the meeting. The “blue” emergency phones have been in place since approximately 1997 at UNL and exist in some form on many other campuses across the country. At the time of installation cell phones were not common and these emergency phones were to be a method of communication when anyone walking across campus needed to report an unsafe act/condition as they traversed campus.

Since the proliferation of cell phones over the past few years, many campuses have removed their emergency phones. Financial savings from discontinuing emergency phones on campus walkways across the country have been channeled into areas that enhance safety.
UNL has been evaluating usage of the “blue” emergency phones since they were put into place. Over the past few years the most common uses of these phones at UNL (11 instances in 2012) were: calls because individuals were locked out of a building; drunken individual(s) asking to be taken to detox; one person requesting directions to People’s City Mission; one report of a deer on campus; a call or two from people who were lost and did not want to walk farther; people calling because they locked their keys in their vehicle.

Safety Committee Representatives
Beth welcomed the safety committee representative in attendance. She challenged both safety committee representatives and CUSC members (some are also Safety Committee Chairs) to raise safety and EHS safety training awareness of employees in their areas/spheres of influence. Beth told the group how the Manter Hall Safety Committee helps new lab managers by sharing protocols, referring new managers to the EHS Virtual Manual (VM) and sharing examples of VMs, reminding new employees to attend the UNL New Employee Orientation, and reviewing the EHS Employee Training Needs Assessment as a tool to help determine required training.

Greg Maguire, Housing, told the group that the Housing Department Safety Committee includes representation from both campuses and the diverse work areas in the Housing Department: custodial, dining, maintenance, administrative. Prior to each meeting members are requested to poll their co-workers to uncover safety questions/concerns to bring to the committee meeting. All workers in Housing are encouraged to accept responsibility for their own safety and that of their co-workers, including pointing out unsafe practices if seen in the workplace.

Greg considers constant safety communication and reinforcement on a one-to-one basis as the key to safety in the workplace. Housing is a team-oriented culture. Often team-oriented areas have an advantage in developing a safety culture over other areas of the university where work/research occurs on a more individualized basis.

Police Department Possible New Initiative
The UNL Police Department is considering implementation of a Police Advisory Committee as a means to be more transparent to the community and better assess what the community perceives as needs. Such a committee would also provide an opportunity for the Police Department to speak to campus on what they see. If such a committee were to be put into place, the thought is that there should be a CUSC volunteer representative as liaison.

Safety Walk
The plans for a spring safety walk will be in place by the next CUSC meeting and will be shared with the committee at that time. Such walks are held every 18 months, in the evening, to review both campuses for safety concerns with fresh eyes.
CLOSING REMARKS
Everyone is encouraged to continue working on the CUSC Goal within their own spheres of influence. The next meeting will be held on March 18, 2014, from 3:00 – 4:00 p.m. at the Nebraska East Union. This will be an OPEN FORUM meeting and the campus community is especially invited to attend.

The meeting was adjourned by Chair Beth Whitaker.

As of December 31, 2013, thirty-seven (37) FRIs were received for injuries occurring between October 1 and December 31, 2013.

- Four (4) or 10.8 % were “report only” (no medical treatment sought).
- Eight (8) or 21.6 % were not OSHA-recordable, meaning they were minor in nature (requiring only one visit to clinic without prescription medication).
- Twenty-five (25) or 67.6 % were classified as recordable, and are considered potentially more serious. Of those recordable incidents, twelve (12) or 32 % were lost time incidents that required the employees to be off work, to be transferred to a different job or to be under restricted duties.

Trailing Reports:
Nine (9) FRIs were received for injuries occurring prior to October 1, 2013:

- Four (4) were not OSHA-recordable, meaning they were minor in nature.
- Five (5) were classified as OSHA-recordable, and are considered potentially more serious.
  - Burr Fedde Facilities (University Housing), 3/1/13. EE has carpal tunnel syndrome in both hands due to the repetitive nature of job.
  - Hewit Food Services (Athletics), 5/24/13. EE strained hands due to repetitive nature of job.
  - Biological Systems Engineering, 6/10/13. EE strained right shoulder after holding loose equipment.
  - USMARC, 9/25/2013. EE strained lower back after lifting concrete pieces.
  - Nebraska Union, 9/28/13. EE strained back after serving buffet and washing dishes.
Age (OSHA Recordable)
Oct. - Dec. 2013

- 65+
- 56 - 65
- 41 - 55: 8
- 26 - 40: 5
- 18 - 25: 2
### OSHA Recordable Incidents from October – December 2012 Event/Exposure by Worker Type

<table>
<thead>
<tr>
<th>Event/Exposure</th>
<th>Food Service</th>
<th>Maintenance/Utilities</th>
<th>Construction</th>
<th>Public Safety</th>
<th>Custodial</th>
<th>Office</th>
<th>Agriculture/Landscape</th>
<th>Animal Handler</th>
<th>Shop/ Mechanic</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overexertion in lifting/carrying</td>
<td>1 (Unable to determine cause)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Overexertion in holding/carrying</td>
<td>1 (Fatigue/stress)</td>
<td></td>
<td></td>
<td>1 (Deviation from protocol)</td>
<td></td>
<td></td>
<td>1 (Fatigue/stress)</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Overexertion in pushing/pulling</td>
<td>2 (Deviation from protocol, engineering control not available)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Bending, climbing, crawling, reaching twisting</td>
<td></td>
<td>1 (Deviation from safety protocol)</td>
<td></td>
<td></td>
<td></td>
<td>1 (Equipment malfunction)</td>
<td></td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td></td>
<td>1 (Location problem)</td>
<td></td>
<td>1 (Inattention)</td>
<td></td>
<td>1 (Weather condition)</td>
<td></td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Slip, trip, loss of balance without fall</td>
<td></td>
<td>1 (Hidden terrain)</td>
<td>1 (Location problem)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Contact with objects/equipment</td>
<td></td>
<td></td>
<td></td>
<td>1 (Equipment defect)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Struck by/struck against</td>
<td>2 (Location problem, Inadequate training)</td>
<td>1 (PPE available but not used)</td>
<td></td>
<td></td>
<td>1 (Location problem)</td>
<td></td>
<td>2 (PPE available but not used, position problem)</td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Caught in</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Assault by animal/person</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Exposure to harmful substance or environment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 (Deviation from protocol)</td>
<td></td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>3</td>
<td>5</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>4</td>
<td>2</td>
<td>25</td>
</tr>
</tbody>
</table>
Safety Audit Overview (October 1 – December 31, 2013)

Safety Audits are conducted of all spaces at UNL on a schedule, based on identified hazards and regulatory requirements. A ‘space’ is defined as an area on the official IRP map with a number and/or word designation and includes areas such as secondary rooms, corridors, storage areas, etc.

<table>
<thead>
<tr>
<th>Type</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory</td>
<td>440</td>
</tr>
<tr>
<td>Office/Common/Classroom/Parking</td>
<td>275</td>
</tr>
<tr>
<td>Shop &amp; Utility</td>
<td>11</td>
</tr>
</tbody>
</table>

Areas audited (all or part of 15 buildings):

<table>
<thead>
<tr>
<th>Building/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>501 Building</td>
</tr>
<tr>
<td>Biochemistry Hall</td>
</tr>
<tr>
<td>Beadle Center</td>
</tr>
<tr>
<td>Biosciences Greenhouse (Beadle Ctr)</td>
</tr>
<tr>
<td>East Stadium</td>
</tr>
<tr>
<td>Entomology</td>
</tr>
<tr>
<td>Hamilton Hall</td>
</tr>
<tr>
<td>Hazardous Materials Facility</td>
</tr>
<tr>
<td>Home Economics Building</td>
</tr>
<tr>
<td>Leverton Hall</td>
</tr>
<tr>
<td>Manter Hall</td>
</tr>
<tr>
<td>Plant Sciences Hall</td>
</tr>
<tr>
<td>Sapp Recreation Facility</td>
</tr>
<tr>
<td>Scott Engineering Center</td>
</tr>
<tr>
<td>Veterinary Diagnostic Laboratory</td>
</tr>
</tbody>
</table>

Deficiency Recap

One ‘lab/office/shop’ may consist of multiple, connected spaces with the same use/same room owner. Most prevalent deficiencies for each space type are listed in order of predominance. Some items listed, not frequent deficiencies but ones to particularly note, are indicated with a “*”.

Deficiencies in Laboratories

- Chemicals were not stored in a safe and proper manner, e.g. segregated by compatibility; unnecessary compressed gas cylinders were being stored in the laboratory; compressed gas cylinders were not properly restrained; flammables were stored outside of rated cabinets/stored in household refrigerators; etc.
- Emergency shower and/or eyewash were not immediately available, accessible, and/or operable in areas where any material can have an adverse effect on the health and safety of humans is used. Eyewashes and showers have not been tested regularly.
- Ventilated cabinets were used for chemical storage (other than items requiring a ventilated enclosure).
- An accurate inventory of hazardous chemicals stored or used in the area was not available. Workers were not aware of how to access SDSs for hazardous chemicals stored or used in the area.
- Electrical cords and/or plugs were not protected from damage and/or were not in good repair, e.g. frayed/cracked cords, exposed wiring (cord or plug), cord pulled away from plug.
### Deficiencies in Offices
- Power strips, extension cords or multi-plug adaptors were not plugged directly into a permanently installed electrical outlet.
- *An older refrigerator in a break area, one not self-defrosting, had an excessive buildup of ice and did not appear to be working correctly to maintain temperature to keep food safe.*
- *A can of spray lubricant was found in the regular trash. Any aerosol can at UNL is considered “hazardous” and must be disposed through EHS. This includes aerosol canned air dusters.*

### Deficiencies in Shops
- Guards for power equipment were missing or damaged; abrasive wheels were improperly adjusted (1/8” from wheel for work rest; 1/4” adjustable tongue); equipment and machinery designed to be fixed in place were not securely anchored; effective guards were not in place over belts, pulleys, chains, sprockets, and other moving parts of machinery/tools/equipment.
- Hoses, regulators, cables, electrode holders, or other welding equipment/accessories were damaged, dirty, not in good repair, or improperly used/stored.
- Hot work procedures had not been developed and hot work was occurring without appropriate safety considerations, e.g. within a designated safe zone. (Hot work means processes involving burning, torching, welding or similar operations that are capable of initiating fires through spark, flame, heat, etc.)

### Commonly found across all three space usage types
- Audits during the past quarter uncovered a number of instances where zip ties were being used to restrain electrical items, e.g. power strips & cords. Power strips may be restrained to keep them in place or the cords restrained to keep them out of the way but electrical code does not permit restraint requiring use of a tool to remove the restraint device.
- Administrative controls were lacking or incomplete. Quite a number of laboratory and shop areas did not have a Virtual Manual or equivalent plan addressing hazards in the area. Many workers in audited areas did not have the basic safety training required (e.g. Core-Emergency Preparedness, Core-Injury and Illness Prevention Plan, Chemical Safety) or other training required based on their job tasks (e.g. Lockout/Tagout).
- Re-locatable power taps or similar devices were not being used solely for low power applications. Power strips, etc. are being used to power items such as microwaves, coffeepots, heat guns, etc. Higher power items should be plugged directly into a permanently installed outlet.

Audit statistics reviewed are Occupational Safety findings and do not include specific program audits, such as Radiation Safety or Biosafety.