

Chancellor's University Safety Committee (CUSC) Meeting

Tuesday, July 21, 2015 - 3:00-4:00 p.m.

UNLPD Conference Room 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 & Welcome Lynn Doser
2. Fiscal Year 2014-15 (4th Qtr.) Injury/Illness Yoko Smith
3. Fiscal Year 2014-15 (4th Qtr.) Safety Audits Betsy Howe
4. Old Business
 A. Emergency planning update Mark Robertson
 B. Progress toward CUSC goals updates
 C. Other old business
5. New Business
 A. Safety Committee Resources Betsy Howe
 B. Review/Revise Current Goal
 C. Other new business
6. Adjourn Lynn Doser

Upcoming Meetings (at UNLPD, 300 N. 17th St. unless otherwise specified):

- September 15, 2015 OPEN FORUM Nebraska City Union
- November 17, 2015 (Injury/Illness & Safety Audit reports (July-October 2015))
- January 19, 2016 (Injury/Illness & Safety Audit reports (October-December 2015))
- March 15, 2016 OPEN FORUM Nebraska East Union
- May 17, 2016 (Injury/Illness & Safety Audit reports (January-March 2016))
- July 19, 2016 (Injury/Illness & Safety Audit reports (April-June 2016))

Goal FY 2014-15:

*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.*

Chancellor's University Safety Committee Meeting
Meeting Minutes
July 21, 2015 • 3:00 - 4:00 p.m.
UNLPD Conference Room

The meeting was convened by Chair, Lynn Doser (Sheldon Museum of Art). Attendees introduced themselves.

Members: Greg Turner (BSM), Eileen Bergt (Landscape Services), Kyle Hansen (CREC), Mark Robertson (UNLPD), Chanell Carpenter (UHC), Tracy Grauer (ITS), Jolene Deinert (Custodial Services), Brent Freeman (Nebraska Unions), Sharon Clowser (Veterinary Diagnostics), Sara Frizzell (Research Compliance), Brenda Osthus (EHS), Yoko Smith (EHS support), Betsy Howe (EHS support)

Safety Committee Chairs: Andy Smriga (remotely - Nebraska East Union)

FY 2014-2015 (4th Quarter) INJURY INCIDENT REPORT

Forty (40) First Reports of Injury (FRIs) were received by EHS for injuries occurring between April 1 and June 30, 2015. Twenty-two (22) or 55% were classified as OSHA-Recordable, considered potentially more serious. Ten (25%) were lost-time incidents that required the employees to be off work, to be transferred to a different job, or be under restricted duties. All reports were sent to members for review prior to the meeting.

- Yoko Smith reported that during the fiscal year just ending there were 241 total injury incidents. She pointed out that, had previous near misses/student reporting occurred, a number of the hazards could have been mitigated prior to an injury incident subsequently occurring.
- The chart detailing OSHA-Recordable incidents by Event/Exposure for the various worker types indicated that Struck By/Struck Against was the primary event/exposure overall with three of the seven incidents in the category occurring with agricultural/landscape-type workers.
- The primary Causal Factor of the OSHA-Recordable incidents was Engineering Controls, which were available but not used.

FY 2014-2015 (4th 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 overview was sent to members for review prior to the meeting. Part or all of 48 buildings were audited. The most prevalent deficiencies for each space type have tended to be the same from quarter to quarter as different buildings are audited. This quarter the review consists of outliers, items found, not necessarily in large numbers, but hazards that do exist and thus worthy of note.

Discussion occurred as to what type of reporting would be most valuable to share within the members' spheres of influence. The consensus of those in attendance was that outlier information such as that presented this meeting should be periodically reported, for example, once a year. Moving forward, one or two commonly found deficiencies for each space usage type will be reviewed, along with the regulatory basis and potential mitigation strategies.

OLD BUSINESS

Emergency Planning & Preparedness Update

Mark Robertson, UNL Emergency Preparedness Coordinator, provided *Emergency Procedures* posters which are now available. These posters are designed to provide basic emergency procedure information and be posted near currently existing signs designating tornado shelter location. Departments may purchase additional posters and use them as they deem appropriate, for example, posting within classrooms.

Mark noted that there are several emergency exercises planned in the near future which will be designed to include subject matter experts as appropriate, e.g., in cases where there are live animals for research, lasers or other special equipment in use, and so on. The initial focus will be East Campus, followed by full scale exercises involving both City and East Campus.

The State Games of America event in Memorial Stadium on 7/31/15 impacts campus the same as football Saturdays. Information to that effect has been disseminated.

Mark submitted to Chief Yardley the CUSC suggestion regarding reduction of the Holdrege Street speed limit to address specific safety concerns brought to the CUSC. Chief Yardley will forward the request to the appropriate City of Lincoln personnel.

Progress toward the CUSC Goal

There were no reports on progress toward the 2013-2015 goal:

*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.*

There was no other Old Business.

NEW BUSINESS

Safety Committee Resources

Betsy showed the committee how to access the defensive driving training made available free to all UNL employees by Transportation Services. Reference was made to the article, “*Do You Drive Defensively?*” in the May 26, 2015, EHS Listserv. This online training is designed to teach enrollees about safety features of standard vehicles and educate UNL drivers on how to improve common driving tasks.

To access the ***Driver Safety and Improvement Training***, login to My.UNL Academic Portal (<https://my.unl.edu>) using your UNL credentials. Your USERNAME is the first part of your email address before the “@” symbol. Your PASSWORD is the same one you use for your mail.

Once logged into the My.UNL Academic Portal, select “Courses & Organizations” from the tab along the very top row of selections. This will bring up a screen with “My Organizations” on the right. Enter the word “driver” in the Organization Search box and click “Go.” Select ***Driver Safety and Improvement Training*** to begin.

The training consists of a pre-test, 47 videos developed by the American Automobile Association approximately 1-2 minutes each, and a post-test. The training need not be completed in one session. A certificate may be printed upon successful completion. It was pointed out that some insurance companies may provide a discount for successful completion.

For trouble accessing My.UNL Academic Portal assistance is available through the UNL Help Desk (402-472-3970), Option #3 (help with Blackboard) or email mysupport@unl.edu.

Review/Revision of CUSC Goal

The general consensus was that, after two years, the CUSC goal should be revised. After much discussion on wording, potential measurement of success, and possible components of implementation, the following goal was adopted for the 2015-16 fiscal year:

Develop, review, maintain lines of safety communication with the purpose of engaging the campus community, in particular by encouraging all to recognize and report “near misses.”

There was no other New Business.

CLOSING REMARKS

The next meeting will be held on September 15, 2015, from 3:00 – 4:00 p.m. at the Nebraska City Union and will be an Open Forum meeting. The meeting was adjourned by Chair Lynn Doser at 4:00 p.m.

CUSC Workers Compensation Incident Report (April – June 2015)

As of June 30, 2015, forty (40) FRIs were received for injuries occurring between April 1 and June 30, 2015.

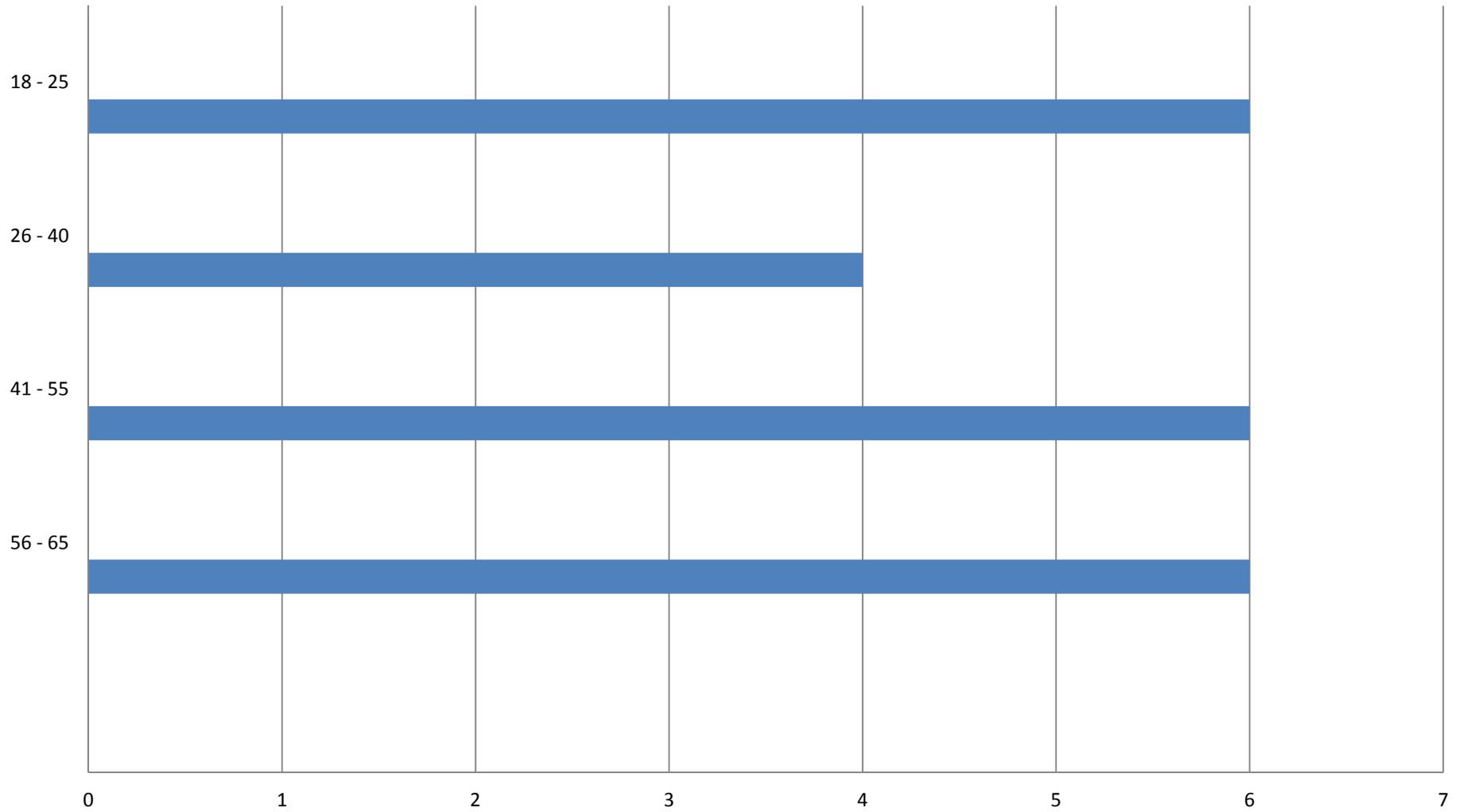
- Fifteen (15) or 37.5 % were “report only” (no medical treatment sought).
- Three (3) or 7.5 % were not OSHA-recordable, meaning they were minor in nature (requiring only one visit to clinic without prescription medication).
- Twenty-two (22) or 55 % were classified as recordable, and are considered potentially more serious. Of those recordable incidents, ten (10) or 25 % 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:

Eight (8) FRIs were received for injuries occurring prior to April 1, 2015:

- Three (3) were not OSHA-recordable, meaning they were minor in nature.
- Five (5) were classified as OSHA-recordable, and are considered potentially more serious.
 - Athletics - DOA: July 9, 2014. An employee developed carpal tunnel syndrome on left wrist.
 - Abel Dining Service – DOA: November 12, 2014. An employee dislocated left knee during a team building activity.
 - Osher Life Long Learning – DOA: February 5, 2015. An employee slipped and fell on ice and might have damaged a replaced knee.
 - Athletics – DOA: March 7, 2015. An employee was hit by a ball during a game and fractured left hand.
 - Landscape Services – DOA: March 25, 2015. An employee strained neck and shoulder while moving limestone blocks (weight:20 pounds).

**Age (OSHA Recordable Cases)
April - June 2015**



OSHA Recordable Incidents from April – June 2015 Event/Exposure by Worker Type

	Shop/ Mechanic	Construction	Custodial	Office	Agriculture/ Landscape	Animal Handler	Sports/ Coach	Material Moving	Totals
Overexertion in lifting/ carrying	1 (Inadequate Procedure)			2 (inadequate procedure, engineering control available but not used)				1 (Engineering control available but not used)	4
Overexertion in pushing/ pulling	1 (Improper tool usage)								1
Bending, climbing, crawling, reaching, twisting			2 (Engineering control available but not used, deviation form protocol)						2
Fall			1 (Weather conditions)	1 (Uneven terrain)		1 (Unable to identify cause)		1 (Weather conditions)	4
Slip, trip, loss of balance without fall						1 (Equipment design flaw)			1
Struck by /struck against	1 (Inattention)	1 (Available but not used)		1 (Equipment defect)	3 (Engineering control available but not used, improper tool usage, PPE available but not used)		1 (Inadequate Procedure)		7
Transportation related							1 (Unable to identify cause)		1
Other bodily reaction				1 Unable to identify cause)					1
Assaults or violent acts (animals or persons)						1 (Engineering control available but not used){			1
Totals	3	1	3	5	3	3	2	2	22

Safety Audit Overview (April 1 – June 30, 2015)

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. During this quarter audits were conducted of Laboratory space, General spaces (office, common, classroom, storage), and Shop/Custodial & Utility spaces.

Areas audited (within 48 buildings):

17 th & R Street Parking Garage	Keim Hall
18 th & R Parking Garage	Larsen Tractor Museum
19 th & Vine Parking Garage	Larsen Tractor Museum – Behlen Bldg.
Ag & Hort/Forestry Shop	Manter Hall
Ag Hort Greenhouse 3	McCollum Hall
Ag Hort Greenhouse 4	Morrison Life Sciences Research Center
Alexander Building	Natl Resources Research Annex
Andersen Hall	Pershing Military & Naval Science B
Animal Sciences Complex	Nebraska Union
Avery Hall	Nebraska East Union
Beadle Center	Orchard House
Benton Hall	Poultry Building F
Bessey Hall	Poultry Building H & I
Bio-Fiber Development Lab	Plant Sciences Hall
Bioscience Greenhouses – Beadle Center	Seaton Hall
Business Services Center	Scott Engineering Building
Burnett Hall	Stadium Drive Parking Garage
Chase Hall	Theodore Jorgensen Hall
Cook Pavilion	Transportation Services
C.Y. Thompson Library	University Health Center
Eastside Suites Residence Hall	University Suites
Elliott Facility	Water Sciences Laboratory
Entomology	Welpton Courtroom Building
Entomology Greenhouse 3	Woods Art Building

Deficiency Review “Other”

One 'lab/office/shop/kitchen' may consist of multiple, connected spaces with the same use/same room owner. The most prevalent deficiencies for each space have tended to be the same from quarter to quarter, across different buildings. This month we will review some outliers, items found, not necessarily in large numbers, but hazards and thus worthy of note.

Laboratories

1. Containers which once held human food, liquid or solid, should not be repurposed to hold chemicals, regardless of subsequent labeling/relabeling.
2. Corrosion of shelving/shelving brackets of chemical storage areas indicate there is a concern with containers leaking, left open, etc. Corrosion weakens the storage structure which may fail and result in serious chemical spills. Likewise the load on shelving should not be such as to result in bowing of shelves.

3. 2-prong to 3-prong converters should not be used. Plugs with a broken/missing prong should not be used.
4. Electrical cords should not be suspended over/across water/water sources. This poses a shock/electrocution hazard.
5. Multi-outlet adaptors should not be used as a substitute for permanent wiring. Such devices present risk of circuit overload with the opportunity to plug in different devices.
6. Waste chemicals must be disposed in the area generated to meet regulatory requirements.

General Areas (office, classroom, storage, break room/lounge, etc.)

1. A bottle labeled by the manufacturer as “ethanol” was being used inappropriately to hold water for houseplants in an office. Primary chemical containers should not be thus repurposed. In a previous quarter there were a number of chemicals in a hallway as a method to redistribute usable chemicals between researchers. This poses a number of hazards including chemical spills and incompatible chemicals coming into contact.
2. Chemical containers must be labeled. Spray bottles of dilute solution must be labeled with at least: product identifier/chemical name, hazard class (e.g. flammable, corrosive, etc.) or applicable pictograms. Preferred is to obtain secondary container labels from the manufacturer.
3. Carpeting when in use must be firmly affixed in place. Curled/loose edges pose a trip hazard.
4. Cords for network connection or equipment cords must not run across a walkway. This poses a trip hazard and source of damage to the cord.
5. In areas where aerosol cans are used there must be a plan for disposing empty containers through EHS. Aerosol cans, even for canned air, are hazardous waste and may not be disposed with regular trash.

Shops

1. Equipment must have proper on/off controls, not a toggle switch, and an emergency stop control.
2. Bench grinders and other such equipment must be set up on a stable surface so the equipment does not move during operation. Setting up on a saw horse is not appropriate.
3. Equipment that produces wood dust must have a dust collection system in place.
4. Workers who using any type of respirator to perform work tasks must be evaluated for inclusion in the UNL Respiratory Protection program.

Kitchens

1. Regular Dining Services kitchens have fire suppression systems in hoods over grease-producing appliances (like grills) as do some kitchenette facilities in dormitories and Campus Rec facilities. Hood/duct fire suppression systems must be inspected every 6 months.

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

Environmental Health and Safety (EHS) Listserv, May 26, 2015

Do You Drive Defensively?

Patrick Barrett, Director of Transportation Services, reports that in calendar year 2014 there were 109 reported crashes and 45 unreported crashes. To assist drivers of UNL vehicles reduce the likelihood of crashing, UNL employees now have access to a defensive driving course through Blackboard. The University of Nebraska-Lincoln's "Driver Safety & Improvement Training" course is designed to teach enrollees the importance of continuous driving education, advise them of safety features of standard vehicles, and educate UNL drivers on how to improve common driving tasks.

The training is taught through a series of selected videos that were produced by the American Automobile Association's (AAA) Public Relations team. The videos were selected based on their relevance to UNL faculty, staff, and students driving needs. After watching every video and achieving a score of at least 80% on the final examination, the course enrollee will be able to download a Certificate of Completion. Course enrollees are encouraged to use their Certificate of Completion to request a discount from their auto insurer.

To access the ***Driver Safety and Improvement Training***, use one of the following browsers: Internet Explorer, Firefox or Safari and login to My.UNL Academic Portal (<https://my.unl.edu>) using your UNL credentials. Your USERNAME is the first part of your email address before the "@" symbol. Your PASSWORD is the same one you use for your email.

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If you are interested in additional training that was not included, the AAA's Public Relations' entire video collection is available on vimeo.com (free) and includes topics such as child seats, teaching a teenager to drive, special interest interviews, and a checklist for inspecting a vehicle's safety features.

Resources

- My.UNL Academic Portal <https://my.unl.edu/>