

**Chancellor's University Safety Committee (CUSC) Meeting  
Open Forum**

**Tuesday, March 15, 2016 - 3:00-4:00 p.m.**

**Nebraska East Union**

**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. Open Forum
3. Old Business
  - A. Safety Awareness: pedestrians/bicycle/vehicles Kyle Hansen
  - B. Progress toward current CUSC goal
  - C. Safety Walk report Eileen Bergt
  - D. Other old business
4. New Business
  - A. Emergency Planning Update Mark Robertson
  - B. Spring Safety Colloquium Betsy Howe
  - C. Safety Committee Resources – members present
  - D. Vice Chair Election at May meeting
  - E. Videoconference meetings
  - F. Other new business
5. Adjourn Lynn Doser

**Upcoming Meetings** (at UNLPD, 300 N. 17<sup>th</sup> St. unless otherwise specified):

- May 17, 2016 (Injury/Illness & Safety Audit reports (January-March 2016))
- July 19, 2016 (Injury/Illness & Safety Audit reports (April-June 2016))

Goal FY 2015-16:

*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.”*

**Chancellor's University Safety Committee Meeting**  
**Meeting Minutes**  
**March 15, 2016 • 3:00 - 4:00 p.m.**  
**East Campus Union**

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

**Members:** Eileen Bergt (Landscape Services), Mark Robertson (UNLPD), Mike Livingston (Agronomy & Horticulture), Larry Schmid (Central Housing), Beth Whitaker (School of Biological Sciences), John Re (BSM), Kyle Hansen (CREC), Sara Frizzell (Research Compliance), Pat Dussualt (Chemistry), Charles Gibbs & Judy Prochaska for Rhett Zeplin (Utilities), Greg Turner (BSM), Sharon Clowser (VDC), Jolene Deinert (Custodial Services), Kim Phelps (University Services), Brenda Osthus (EHS), Betsy Howe (EHS support) – attending remotely Jody Wood (Office of Institutional Equity & Compliance)

**Safety Committee Chairs:** Alan Boldt (BSE), Jayne Stratton (Food Science & Technology), Andy Smriga (Nebraska East Union), Brent Freeman (Nebraska City Union), Shripat Kamble (Entomology)

**Guest:** Shannon McVaney (UNLPD), Emily Casper (Landscape Services), Jennifer Dam (Campus Planning)

## **OPEN FORUM**

Beth Whitaker asked whether there were any university policies addressing graduate students going barefoot within buildings. Kim Phelps stated there is no campus-wide policy regarding footwear. Brenda Osthus suggested that a department could review potential hazards and determine what should constitute appropriate university attire for employees/graduate students to aid the department in setting a policy.

## **OLD BUSINESS**

### **Safety Awareness: Pedestrians/Bicycles/Motorists**

Jennifer Dam (Campus Planning) and Emily Casper (Landscape Services) attended to tell the committee what their areas were planning that might be of relevance to safety concerns on this topic. There are planned bike routes and possibly some sidewalks to be designated as bike/pedestrian travel with lanes. There is discussion about dismount zones, areas where bicyclists may not ride their bikes.

### **Progress toward the CUSC Goal**

*Goal: 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."*

Brenda reported that the only “near miss” recently reported was an incident when one student was operating a forklift with another student riding on the tines. Both students need to take additional training before being certified to operate a forklift again.

No other attendee had anything to report regarding communication/engagement efforts.

### **Safety Walk November 17, 2015**

Eileen Bergt reviewed reports she had compiled on the Safety Walk. There were approximately 15 attendees at the Safety Walk, which occurs every 18 months, alternating between spring and fall. The walk starts after dark and lasts approximately two hours.

The charts developed by Eileen listed identified safety concerns, recommended action and action(s) completed, broken down by campus. There were more identified concerns on East Campus than on City Campus this time. The majority of the concerns related to lighting. Due to heavy rain there were some water drainage issues identified.

Mark Robertson reported that these findings, along with reoccurring efforts to ensure lighting across campus is working, led to a “Lamp Post” project. This project involved development of an app that all police officers now have. When they encounter a non-functioning light it is a one-step process to report the light which then initiates work flow to resolve the concern.

There was no other Old Business.

### **NEW BUSINESS**

#### **Emergency Planning & Preparedness Update**

Mark Robertson, UNL Emergency Preparedness Coordinator, applauded Environmental Health & Safety for including within a recent listserv the recommendation to have and regularly review/update an Emergency Action Plan.

Mark reported that he will be contacting BMRs regarding distribution and posting of the UNL Emergency Procedures posters. The purpose of the posters is to present a consistent message across campus about basic steps to take in emergency situations.

## **Spring Safety Colloquium**

Betsy Howe reviewed a publicity poster for the upcoming Safety Colloquium which will occur on March 30, 2016, at two locations for the convenience of attendees. EHS and the Office of Research and Economic Development (ORED) have sponsored a safety colloquium twice a year since fall of 2005.

Previously the focus has been laboratory safety, however this colloquium is broadly applicable. EHS works with a number of departments to promote these colloquia. ORED promotes this important safety event in a number of ways, including an email from Prem Paul, Vice Chancellor for Research and Economic Development, encouraging attendance. Recently CUSC members received a copy of the publicity poster to share within their spheres of influence. Betsy will be happy to provide other materials/assistance to facilitate distribution.

## **Safety Committee Resources**

Kyle Hansen suggested that CUSC membership and Safety Committee chairs/contacts take turns briefly presenting what they do in their staff/student/departmental interactions to promote safety. Examples might be: Landscape Services policy on work attire, Manter Hall lab and office safety plans, and other day-to-day safety practices/hints/policies. There are a wide variety of areas represented and, while all information may not directly apply to everyone, generally such information sharing has some lesson/application for other areas. Beth Whitaker has volunteered to present first at the May meeting.

## **Vice Chair Election in May**

Lynn reminded the group that her two-year term as Chair will be over with the May meeting and Kyle Hansen, current Vice Chair, will move into the Chair position for the July meeting. Lynn is accepting nominations for the position of Vice Chair, to be voted on at the May meeting. Vice Chair currently is a four-year commitment, two as Vice Chair and two as Chair. Lynn asks membership to thoughtfully consider serving in this capacity and let her know of your interest.

## **Videoconference Meetings**

At the request of a safety committee chair who regularly attends CUSC meetings and cannot hear well enough to participate with the current call-in system, Betsy Howe researched the feasibility of using Adobe Connect for meetings. The UNL facilitator, Donald Robertson, suggested a camera and voice system that would optimize the experience for remote attendees. The cost of such equipment could be covered by funds previously donated to the CUSC to facilitate safety communication by whatever means the committee would decide.

Upon discussion those in attendance suggested the group try Adobe Connect using the set-up in the UNLPD conference room as a test of concept. At that time the committee can make a determination as to whether additional equipment should be purchased to facilitate sound. Betsy Howe will work with Mark Robertson on using Adobe Connect in the UNLPD conference room.

There was no other New Business.

### **CLOSING REMARKS**

The next meeting will be held on May 17, 2016, from 3:00 – 4:00 p.m. at the UNL Police Department conference room and will be conducted using Adobe Connect rather than the call-in number. The meeting was adjourned by Chair Lynn Doser shortly before 4:00 p.m.

### 2015 Safety Walk - November 17, 2015

	Safety Concern	Recommended Action	Action Completed
<b>City Campus</b>			
Sheldon Sculpture Garden	Light at sculpture is out	Lynn Doser will investigate	Still investigating
Cather and Donaldson Garden and Love North Plaza	All area lights are out	Check with Project Manager on Love Commons Project	This has been resolved.
North of Love North Plaza near Greenpoint Sculpture	Concrete not draining	Check after rain if concrete is not draining	On punch list for Love Commons project to repair brick edge
Enright Garden West side	Area light out	Fix light	Completed
W Street at North large parking lot	No sidewalk to exit parking lot in southwest corner	Investigate if a walk can be added to connect with Outdoor Adventure Center walk on north side of W Street	Dan Carpenter has requested a quote to install a sidewalk here. Anticipate installation in summer 2016
14th and W Streets	Diagonal sidewalk at southeast corner is dark, old Westinghouse fixtures not bright	Replace head or add new lights when funding is available	Investigating availability of funding to replace light.
14th and Vine Streets	Sidewalk and crossing is dark	Investigate if lights are needed	Will review after CBA construction is complete
Vine Street near 16th Street	Sign needed to indicate relocated bus stop	Investigate adding a sign with construction project manager	Project Manager informed.
Vine Street - temporary bus stop on south side	Relocated temporary bus stop is dark and doesn't accommodate student traffic very well	Investigate if anything can be done with construction project manager	Project Manager requested a light and the City is planning to install. Not installed as of 3-1-16
Village Northeast corner	Area light out	Fix light	Completed

R Street at Sorority	Shrubs along the R Street walk encroach on the sidewalk and creates a hazard	This area is not UNL property, but will forward the concern to Linda Schwartzkopf in Greek Affairs.	Captain Backer will forward concern
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### 2015 Safety Walk - November 17, 2015

	Safety Concern	Recommended Action	Action Completed
<b>East Campus</b>			
38th Street North Entrance to Campus	Sidewalk is dark, lights too far apart	Investigate if more lights are needed or replace old Westinghouse lights	Investigating availability of funding to replace lights.
Fair Street sidewalk from Animal Science to Law College	Area feels confined	Prune shrubs	Completed
Maxwell Arboretum	Area light out	Fix light	Completed
Loop Road Parking Meters south of Maxwell Arboretum	Area is dark	Investigate if light needed	Investigating if cleaning and changing lamps in existing lights will create more light
Holdrege frontage/Visitor Parking at Filley/Food Industry Complex	Shrubs along fines path from Holdrege to parking area feels confined	Investigate pruning shrubs where needed.	Completed
Filley Hall	Lights out	Fix light	Completed
EC Mall North of Ag Communications	Crosswalk is dark	Investigate whether can move existing light or need to add light?	Will investigate further when funds become available
Entomology Hall	Tree limb blocked by area light	Trim tree	Completed
North of Entomology Hall	Light out	Fix light	Completed
West and North side of East Union	Wall light out	Fix light	Completed
North side East Union	Lights out on upper patio outside of Arbor Room	Investigate if lights are only on when patio in use	Associate Director of EC Union was informed
East Union northeast corner over walk	Soffit light out	Fix light	Completed

Keim Hall and East Campus Housing Construction	Dark along Fair Street - existing lights on the south side within construction site have been disconnected.	Investigate with construction project manager adding temporary lighting in this location to light the walkway.	Lights installed on north side of the sidewalk adjacent to Keim.
West side of Keim Hall	Sidewalk is low and holding water	Investigate if walk can be drained or need to replace	Still investigating
Northwest side Plant Science	Area Light out	Fix light	Completed
Plant Science west side	Soffit light out	Fix light	Completed
State Parking lot at Loop Road and 37th Street	Parking lot double head light out	Fix light	Completed
Plant Science East Parking Lot	Parking light out, north side of pole	Fix light	Completed
Insectary Building	Light out above door	Fix light	Completed
Animal Science - south side	South side from intersection of 38th and Center to the east appears very dark.	Investigate if lights are out and/or if new lights are needed.	Will investigate with new concrete walks project
Parking lot south of Animal Science	Pave cut path in northwest corner	Investigate and consider new sidewalk design along west edge of parking lot	Investigating availability of funding to add walk
Parking lot north of College of Dentistry	Parking light out, second light in center	Fix light	Completed
Parking lot entrance at Center east of Forage Research Lab	Excessive Steam coming out of grate	Let Utilities know	Utilities were informed
Law College - west side	Lights out for construction, sidewalk is dark.	Investigate with construction project manager if adding temporary lighting is a possibility and investigate if existing lighting is adequate - only one light is out.	No existing lights were removed on the west side - need to investigate if a light should be added once construction is complete.

Loop Road at Game and Parks	Sidewalk is dark	Investigate whether want to add lights to improve Loop Road Project	Will add new lights when funding becomes available
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## EHS COLLOQUIUM SERIES

# *Electrical Safety for Everyone*

*Presented by Kevin Booker, Chief State Electrical Inspector*

**Wednesday, March 30, 2016**

11:30 a.m. – 12:30 p.m.

East Campus Union

3:30 p.m. – 4:30 p.m.

Hamilton Hall, Room 112

*Daily electrical hazards and mitigation*

*For more information, contact Betsy Howe (402) 472-5488 or [ehowe2@unl.edu](mailto:ehowe2@unl.edu) at EHS.*

Colloquium Series facilitated by Environmental Health & Safety (EHS) and  
the Office of Research & Economic Development