

Chancellor's University Safety Committee (CUSC) Meeting

Tuesday, May 17, 2016 - 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 2015-16 (3rd Qtr.) Injury/Illness Yoko Smith
3. Injury Illness Trending Yoko Smith
4. Fiscal Year 2015-16 (3rd Qtr.) Safety Audit Items Betsy Howe
5. Old Business
A. Safety awareness: pedestrians/bicycles/vehicles Kyle Hansen
B. Reports on progress toward CUSC goal
C. Other old business
6. New Business
A. Emergency planning & preparedness update Mark Robertson
B. Nominations/Voting for FY 2016-17 Vice Chair
C. Review proposed meeting dates FY 2016-17
D. Resource: Safety Plans Beth Whitaker
E. Other new business
7. Adjourn Lynn Doser

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

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

Proposed Meetings for 2016-17

- September 20, 2016 OPEN FORUM Nebraska City Union
- November 15, 2016 (Injury/Illness & Safety Audit reports (July-October 2016))
- January 17, 2017 (Injury/Illness & Safety Audit reports (October-December 2016))
- March 21, 2017 OPEN FORUM Nebraska East Union
- May 16, 2017 (Injury/Illness & Safety Audit reports (January-March 2017))
- July 18, 2017 (Injury/Illness & Safety Audit reports (April-June 2017))

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
May 17, 2016 • 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: Eileen Bergt (Landscape Services), Mark Robertson (UNLPD), Larry Schmid (Central Housing), Beth Whitaker (School of Biological Sciences), Mike Straatmann (Libraries), John Re (Facilities Maintenance), Jody Wood (Institutional Equity & Compliance), Mike Livingston (Agronomy & Horticulture), Gayle Schanou/Greg Clayton (Benefits & Risk Management), Tracy Grauer (ITS), Kyle Hansen (CREC), Brenda Osthus (EHS), Betsy Howe (EHS support), Yoko Smith (EHS support), Kim Phelps (University Services).

Safety Committee Chairs: Brent Freeman (Nebraska Unions). Attending remotely: Tamra Jackson-Ziems (Plant Pathology), Andy Smriga (Nebraska East Union)

FY 2015-2016 (3rd Quarter) INJURY INCIDENT REPORT

Fifty-five (55) First Reports of Injury (FRIs) were received by EHS for injuries occurring between January 1 and March 31, 2016. Twenty-seven (27) or 49% were classified as OSHA-Recordable, considered potentially more serious. Eleven (20%) were lost time incidents that required employees to be off work, transferred to a different job, or have restricted duties. All reports were sent to members for review prior to the meeting.

- During this time period there were 10 OSHA-Recordable ice-related falls.
- The committee reviewed a chart of 708 OSHA-Recordable injury incidents between January 1, 2011 and December 31, 2015, categorized by event. 27% of the 708 were classified as "Struck By/Struck Against."
- A second chart provided information on "Struck By/Struck Against" events over the past five years by type of worker. The predominant worker-type, 19%, was building maintenance/utility. The next most prevalent groups were animal handlers and agricultural/landscape workers, each representing 14% of the total.
- The most common causal factor of "Struck By/Struck Against" events was the location or position of either the worker and/or other items within their work space.
- Yoko Smith provided recommendations for mitigation. The first step is to conduct a job safety analysis using the EHS Safe Operation Procedure, **Job Safety Assessments** (<http://ehs.unl.edu/sop/s-JSA.pdf>).

Beth Whitaker asked how to help people realize there are hazards in the workplace for all worker-types, not just laboratory workers. Brenda Osthus said that efforts of EHS include:

- Sending quarterly reports to safety committees with recommendations based on injuries of the past quarter;
- Targeting a broad audience through the monthly safety listserv (approximately 1500 receive the email directly, but EHS is aware that many recipients send the listserv to others in their department/area/facility);
- Raising awareness at the monthly New Employee Orientation (NEO) conducted by HR with a follow-up email to all new UNL employees whether the person attended a NEO session or not.

CUSC members are encouraged to share information from CUSC meetings within their spheres of influence. Minutes are published on the EHS web site (<http://ehs.unl.edu/chancellors-university-safety-committee-cusc#cusc>) within a few weeks of each meeting and include all handouts except for the listing of OSHA-Recordable and Non-OSHA-Recordable injury incidents.

FY 2015-2016 (3rd Quarter) SAFETY AUDIT OVERVIEW

Safety Audits are conducted of all spaces at UNL on a schedule, based on identified hazards and regulatory requirements. Part or all of 47 buildings were audited during the past quarter. One deficiency each for Laboratories, Shops, and General (office, storage, assembly, etc.) spaces was selected and reviewed by Betsy Howe to highlight findings of the EPA audit. During audits of all University Dining Services facilities a common deficiency was mats that had worn to the point of becoming a slip/trip/fall hazard due to wear, with the mats freely sliding around when stepped on.

Osthus also reported that EPA Region 7 recently conducted a hazardous waste compliance inspection of East Campus. That inspection resulted in one notice of violation for improperly labeled waste collection containers in a laboratory. Osthus urged everyone to review proper waste management procedures in their reporting units.

OLD BUSINESS

Safety Awareness: Pedestrian/Bicycle/Motor Vehicle

Kyle Hansen contacted several student organizations to gauge interest in a combined initiative with the CUSC to address safety concerns when people and vehicles are moving about campus, but did not receive any responses. Eileen Bergt told the group that streets within East Campus are owned by UNL which makes management fairly easy. For example, southbound 35th Street on East Campus will have the Yield sign at Holdrege replaced with a Stop sign. The city controls the perimeter and City Campus streets.

Beth Whitaker inquired why Injury and Illness Prevention Plan and Emergency Preparedness web-based training completion is not enforced to the degree of other required trainings, such as Title IX training. Brenda stated this is a reflection of institutional emphasis and not under control of EHS.

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."

Betsy Howe reported that one employee attending a recent New Employee Orientation took the information about the IIPP and Emergency Preparedness training requirements back to their HR manager. Their HR area serves five departments. The HR manager contacted Betsy for more information toward the goal of speaking with the Directors about requiring that all employees of the five department take those two "Core" trainings.

Adobe Connect

The university Adobe Connect set-up resource person did not think it would work to conduct CUSC meetings using Adobe Connect with the sound system in the UNL Police Department conference room. Mark Robertson indicated that the Police had conducted such meetings successfully. Betsy and Mark will work together to provide a test of concept, using Adobe Connect rather than the phone bridge (call in number) for July 2016 meeting.

There was no other Old Business.

NEW BUSINESS

Emergency Planning & Preparedness Update

Mark Robertson reported that the UNL Police Department is making progress with Emergency Action Plans, most recently working with the City and East Unions. The Unions provided three presentations for tenants and staff so all stakeholders would be aware of the components of the Union Emergency Action Plan as related their work/work area.

Mark reported that the recent hazmat incident at Hardin Hall was a good test of that building's Emergency Action Plan. The plan basically served its purpose. The Safety and Facilities Committee did uncover a few items that could be further improved and will add those to the Hardin Hall plan.

Mark notified the group that there are two types of emergency phones, one that is answered directly when picked up and one that is basically a courtesy phone.

Signage is being updated for both types of phones to include the “Dial Two for Blue” information: 2-2222 to reach the UNL Police.

The posters, *Run-Hide-Fight*, developed by the Police Department are available for distribution.

A question arose regarding hover board use on the UNL campus. Mark said that hover boards are banned in residence hall due to the fire hazard they present. However, hover board use is not banned by UNL.

There was discussion on the May 9, 2016, Tornado Warning. That warning was unique in that generally a warning is issued by the National Weather Service and conveyed to Lincoln-Lancaster County. This warning developed from spotters confirming a tornado sighting to Lincoln-Lancaster County. Then the county conveyed that information to the National Weather Service. The situation was being monitored at the UNL Police Department and was more dangerous than people may have realized, with multiple cells over the city of Lincoln for quite a long time span. When asked about why there was no “all clear” message sent through UNL Alert, Mark clarified that an “all clear” is never sent because often, rather than expiring, warnings are extended or expire and are quickly reinstated.

Several attendees wondered if there were a policy on locking doors during a situation where workers must leave the area. Mark stated that individuals are encouraged to take their personal belongings when responding to a tornado and if safe to do so in a fire or other evacuation event. Several areas with retail sales have a pulldown grate or other locking device that can quickly be engaged.

Nominations/Election of 2016-17 Vice Chair

Lynn Doser called for nominations of 2016-17 Vice Chair. Vice Chair of the CUSC serves in that capacity for two years and then moves into the position of Chair for two years. Brent Freeman volunteered. The group agreed that nominations should cease and elected Brent by unanimous vote.

2016-17 Meeting Schedule

Betsy Howe provided proposed meeting dates for the upcoming fiscal year, with meetings remaining on a bi-monthly schedule, meetings to be held on the third Tuesday, time 3:00 – 4:00 p.m. The group decided to continue this schedule, with an Open Forum meeting at City Union in September and at East Union in March.

Member List Update

Members in attendance reviewed the published CUSC Member List to confirm all their information is correctly listed and made any needed changes. Those members not able to attend are asked to review the list online at

http://ehs.unl.edu/CUSC_Members_2016-05.pdf and let Betsy Howe know if any of their contact information has changed.

Safety Committee Resources

Beth Whitaker provided an overview of the Safety Plans she had developed for both Laboratories and Offices in Manter Hall. The plans include emergency contacts, security information, safe practices by type of space usage, safety records information (laboratories), conflict resolution for Teaching Assistants, and much more.

A number of members volunteered to share how they handle safety awareness and safety-related topics. By consensus, next month Eileen Bergt will provide a copy of a sample Landscape Services newsletter. This newsletter is developed by the Landscape Services staff that are safety committee members and distributed 3-4 times per year to all Landscape Services staff.

There was no other New Business.

CLOSING REMARKS

The next meeting will be held on July 19, 2016, from 3:00 – 4:00 p.m. at the UNL Police Department office, 17th & R, conducted by incoming Chair, Kyle Hansen. The meeting was adjourned by Chair Lynn Doser at 4:20 p.m.

CUSC Workers Compensation Incident Report (Jan. – March 2016)

As of March 31, 2016, fifty-five (55) FRIs were received for injuries occurring between January 1 and March 31, 2016.

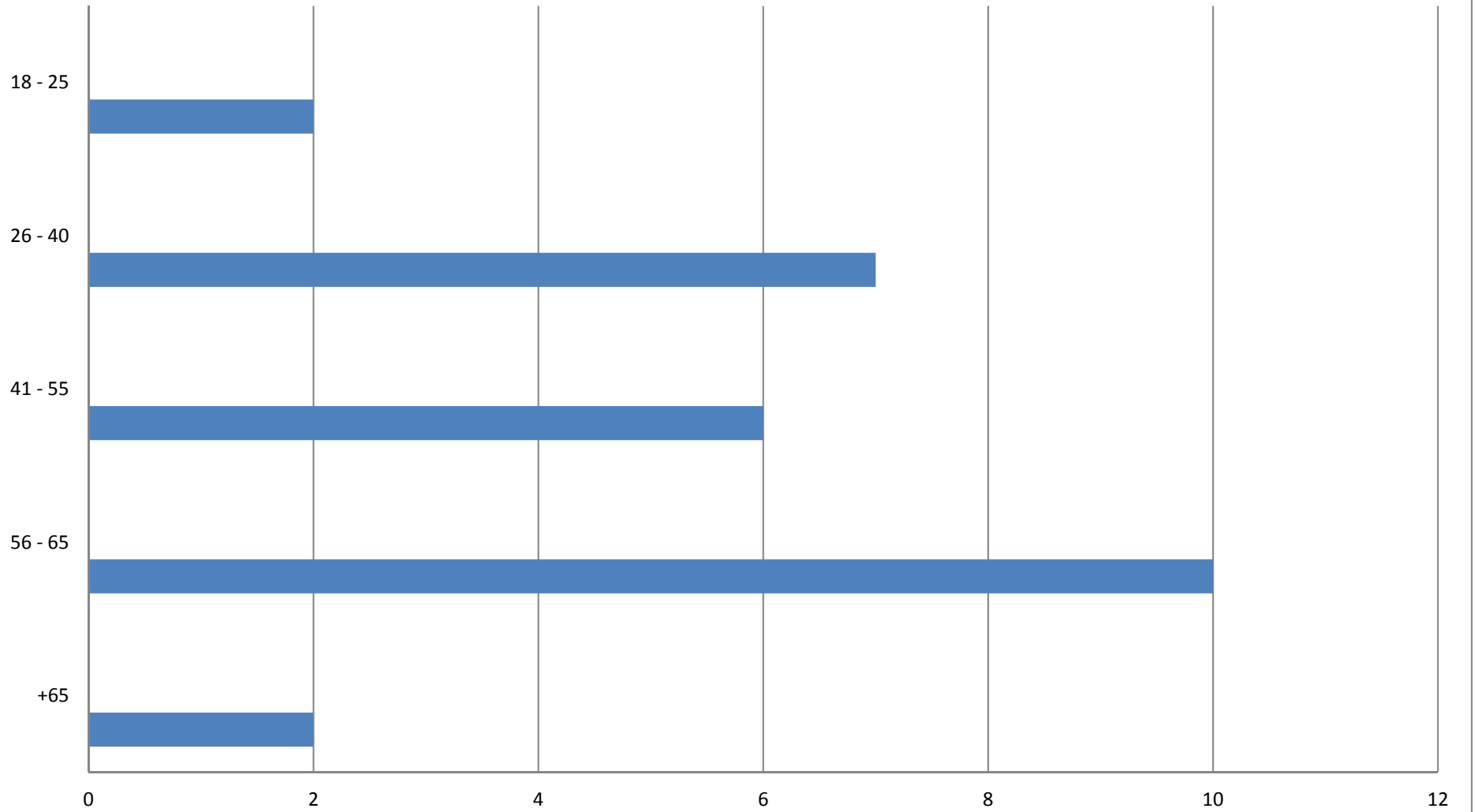
- Eighteen (18) or 33 % were “report only” (no medical treatment sought).
- Ten (10) or 18 % were not OSHA-recordable, meaning they were minor in nature (requiring only one visit to clinic without prescription medication).
- Twenty-seven (27) or 49 % were classified as recordable, and are considered potentially more serious. Of those recordable incidents, eleven (11) or 20 % 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:

Seven (7) FRIs were received for injuries occurring prior to January 1, 2016:

- Five (5) was not OSHA-recordable, meaning it was minor in nature.
- Two (2) was classified as OSHA-recordable, and is considered potentially more serious.
 - December 25, 2015. USMARC, Animal Handler – Employee slipped on ice at the building entrance and strained back.
 - December 28, 2015. Landscape Services, Landscape worker – Employee slipped and fell on ice in the parking lot, fracturing left ankle.

**Age (OSHA Recordable Cases)
Jan. - March 2016**

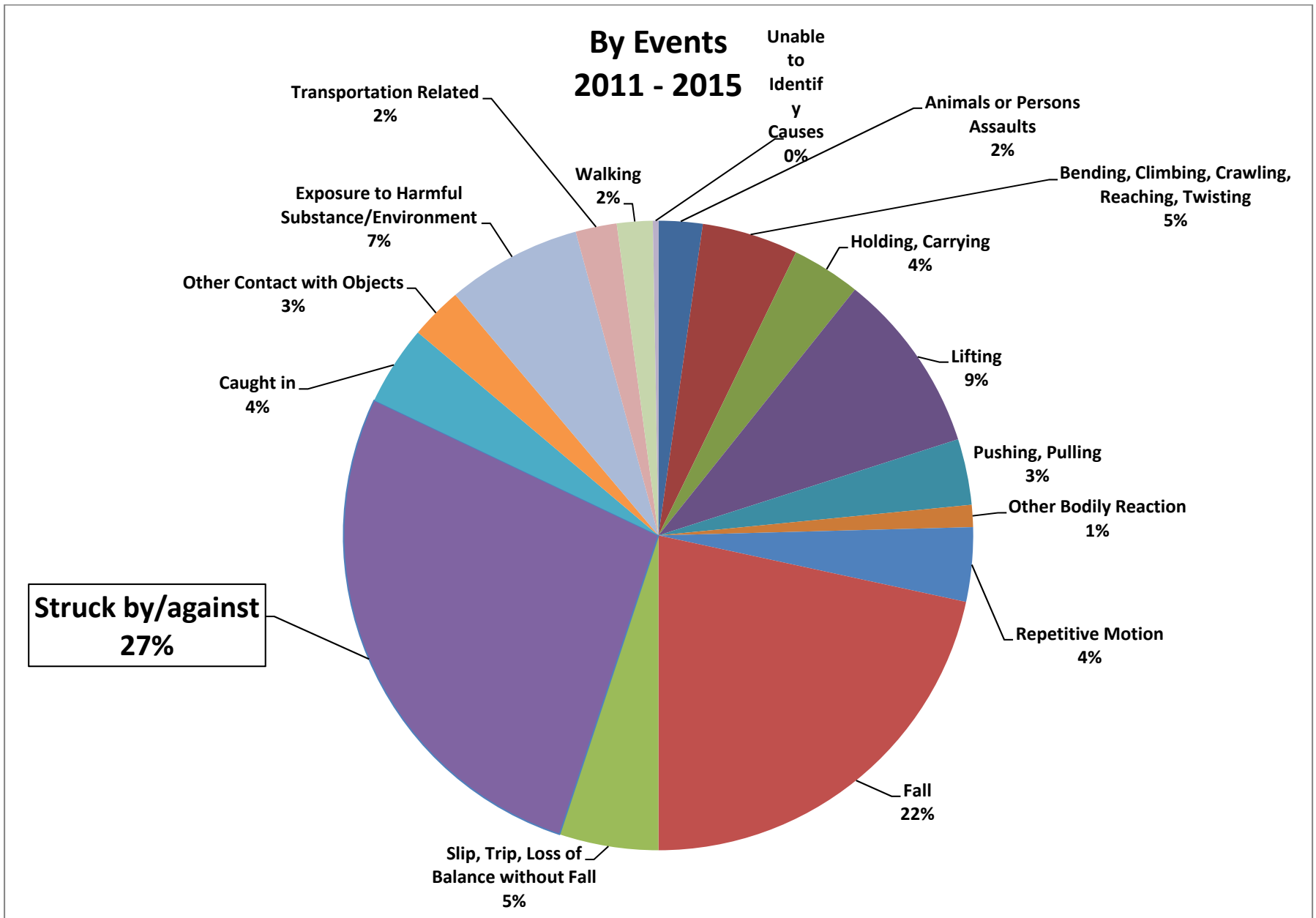


OSHA Recordable Incidents from January – March 2016 Event/Exposure by Worker Type

	Food Service	Building Maintenance	Laboratory	Custodial	Office	Agriculture/ Landscape	Animal Handler	Sports/Coach	Material Handling	Totals
Overexertion in lifting/ carrying	2 (Inadequate procedure, engineering control not available)				1 (Fatigue/stress)					3
Overexertion in holding, carrying, etc.	1 (Inadequate procedure)			1 (Fatigue/stress)						2
Repetitive Motion	1 (Fatigue/ stress)			1 (Fatigue/stress)						2
Fall		5 (Weather conditions, inattention)	2 (Weather conditions, equipment failure)		5 (Location, weather conditions)				1 (Weather conditions)	13
Slip, trip, loss of balance without fall	1 (Equipment design flaw)									1
Struck by /struck against						1 (PPE Available but not used)	2 (PPE needed but not available, improper tool use)			3
Exposure to harmful substances	1 (PPE available but not used)							1 (PPE needed but not available)		2
Assault (Animals or persons)			1 (Environment – insect bite)							1
Totals	6	5	3	2	6	1	2	1	1	27

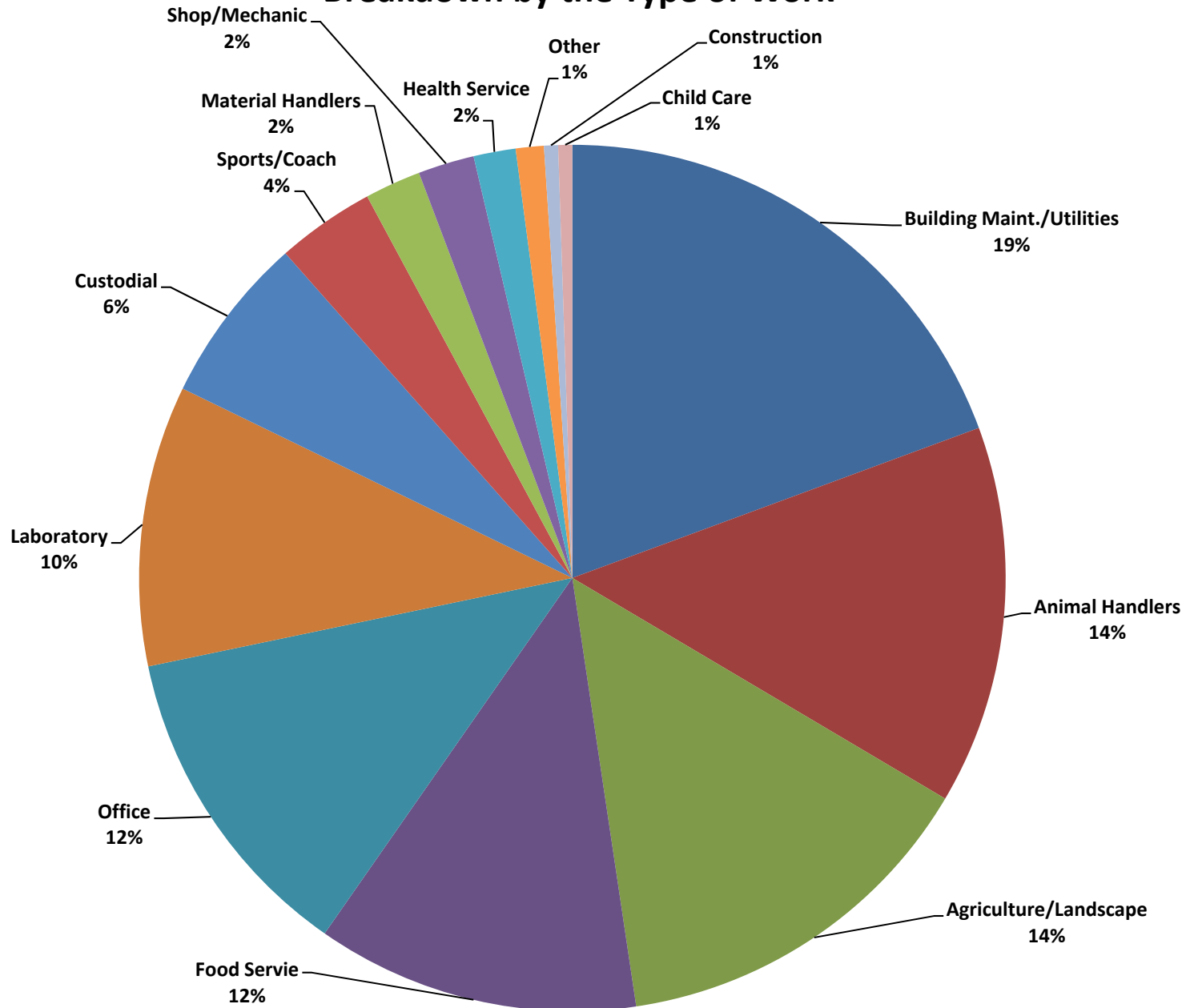
Ice-related falls – 10 cases

Five Year Trend Analysis of Events and Causal Factors

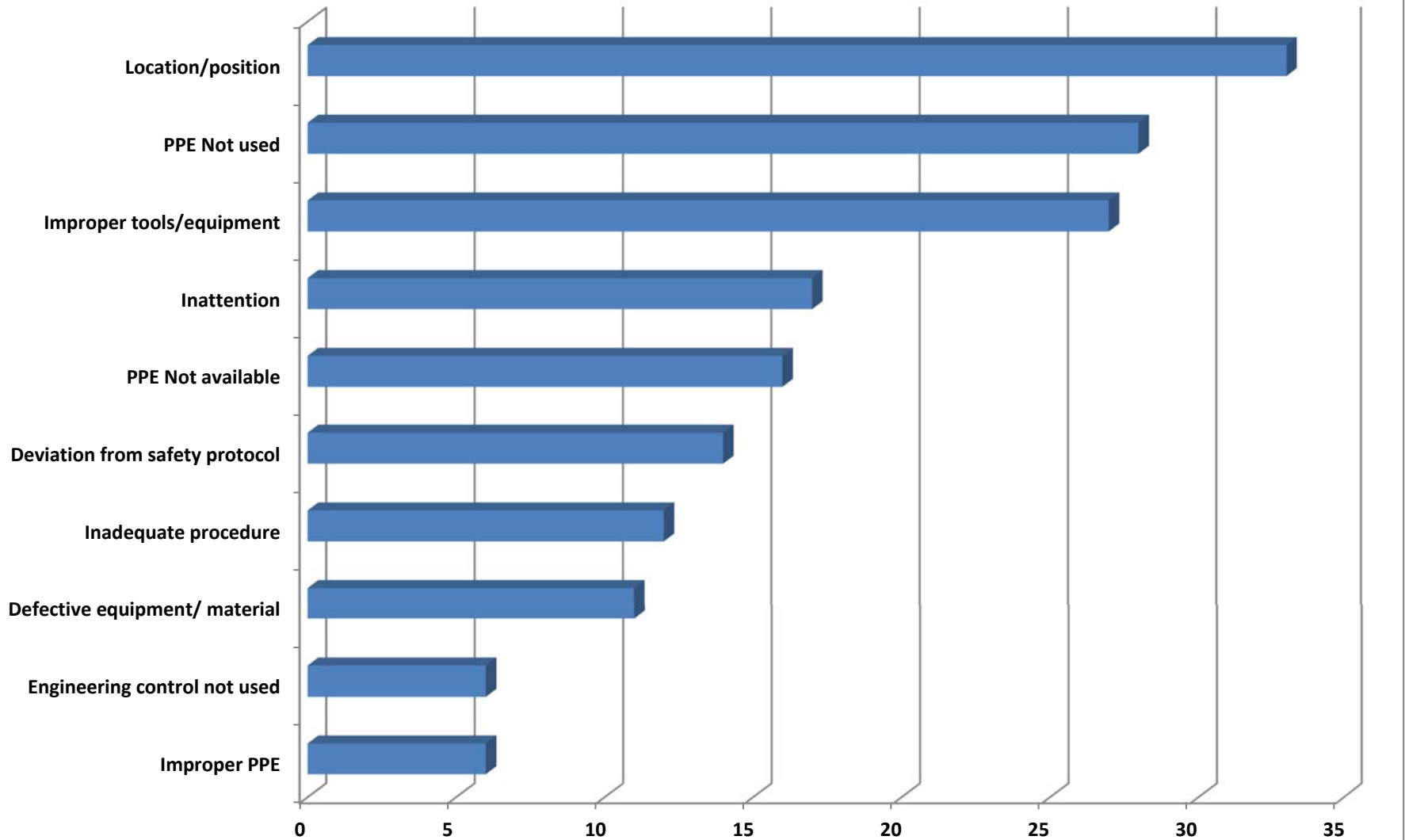


Total number of OSHA Recordable Incident between January 1, 2011 and December 31, 2015: 708

Struck by/against Breakdown by the Type of Work



Struck by/against Most Common Causal Factor



Most of those causal factors are preventable with good planning and work practices.

Recommendations

1. Conduct Job Safety Analysis (<http://ehs.unl.edu/sop/s-JSA.pdf>) and identify the necessary;
 - a. Safety procedures.
 - b. Safety training.
 - c. Equipment and tools.
 - d. Personal protective equipment.
2. Implement feasible engineering controls and policies/procedures/training.
3. Provide necessary personal protective equipment for the job after analysis. Contact EHS or your EHS Unit Safety Committee Liaison person if you need assistance in determining what your workers need. Notify the workers what personal protective equipment is available and where it is kept.
4. Train (or notify) workers to;
 - a. Follow the necessary safety procedures for the task.
 - b. Attend required safety training.
 - c. Always use the necessary personal protective equipment for the job.
 - d. Use tools/equipment correctly.
 - e. Use engineering control (e.g. a good handling devise such as a dolly or a cart, a handrail, etc.).
5. Remind workers periodically of the prescribed safe work procedures and necessary safety controls (engineering, administrative or personal protective equipment).
6. Foster the work culture where employees are willing to take ownership in safety, where it is easy to report unsafe conditions or work practices,

Safety Audit Overview (January 1 – March 31, 2016)

Safety & Compliance 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 GIS 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 spaces, General spaces (office, common, classroom, storage), Shop/Custodial/Utility spaces, and one Kitchen complex (Nebraska East Union).

Areas audited (within 47 buildings):

Agricultural Communications Bldg	Harper Dining Center
Ag Hort Greenhouse 2	Hazardous Materials Facility
Ag Hort Greenhouse 4	Insectary Building
Agricultural Hall	Kiesselbach Crops Research Laboratory
Agricultural Warehouse No. 1	Manter Hall
Agricultural Warehouse No. 2	Morrill Hall
Animal Sciences Complex	Morrison Life Sciences Research Center
Abel-Sandoz Food Service	Nebraska Union
Ag Impl Outst Test Shed	Othmer Hall
Baker Hall	Plant Pathology Greenhouse
Barkely Memorial Center	Plant Sciences Hall
Beadle Center	Plant Science Teaching Greenhouse
Bessey Hall	Raymond Hall
Business Services Center	Scott Engineering Center
Cather/Pound Food Service	Selleck Food Service Bldg.
Chase Hall	Selleck Quadrangle
Conservation & Survey Annex	Stewart Seed Laboratory
(Bob) Devaney Sports Center	Teaching Greenhouse East
East Stadium	Teaching Greenhouse West
Food Innovation Center	Theodore Jorgensen Hall
Food Industry Building	Veterinary Basic Science Building
Facilities Management C	Water Sciences Laboratory
Filley Hall	Whittier Building
Hamilton Hall	

Selected Deficiency Recap

One 'lab/office/shop' may consist of multiple, connected spaces with the same use/same room owner. One prevalent deficiency for each space type is listed, along with the regulatory basis and mitigation strategy. While the deficiencies noted are reported associated with a particular space usage type, the deficiencies highlighted can and do occur across all space usage types.

Laboratory

Deficiency: Waste containers are not appropriately labeled (chemical name and indication that the material is no longer useable for its intended purpose). PLUS a number of other waste management deficiencies.

Basis:

Various EPA (Environmental Protection Agency) and NDEQ (Nebraska Department of Environmental Quality) regulations.

Mitigation: Ensure that all workers have taken the EHS web-based Chemical Safety training, Unit 4 which briefly discusses chemical waste management. Workers should be familiar with applicable *Waste Management* Safe Operating Procedures, in particular: *Items/Materials Prohibited from Trash Cans and Dumpsters, Sewer Disposal List, Hazardous/Radioactive Material Collection Procedures*, as well as any others that apply specifically to work in the particular laboratory.

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

Deficiency: An aerosol can collection container Velcro closure was not in use.

Basis:

Various EPA (Environmental Protection Agency) and NDEQ (Nebraska Department of Environmental Quality) regulations.

Mitigation: Waste collection containers must be kept closed when not adding materials. Workers should be aware of any *Waste Management* Safe Operation Procedures applicable to their workplace, e.g. *Aerosol Can Collection*.

Shops

Deficiency: Unused chemicals that are no longer intended for use are present (unlabeled/unknown, etc.)

Basis:

Various EPA (Environmental Protection Agency) and NDEQ (Nebraska Department of Environmental Quality) regulations.

Mitigation: When chemicals are no longer intended for use dispose through EHS. Ensure chemical container labels remain legible, replacing with manufacturer-provided labels if needed. If conducting an inventory reduction, consult EHS for specific guidance.

Chemical waste management is discussed in the targeted web-based training for maintenance workers. Ensure that all workers are familiar with applicable *Waste Management* Safe Operating Procedures, in particular: *Items/Materials Prohibited from Trash Cans and Dumpsters, Sewer Disposal List, Hazardous/Radioactive Material Collection Procedures*, as well as any others that apply specifically to work in the particular shop area.

Kitchens

Deficiency: Furnishings and/or equipment is/are not stable, designed for the intended load, or used/secured in a manner to prevent injury. Mats used in kitchen and serving areas wear out and become slip/trip/fall hazards if they freely move or the edges curl up over time.

Basis:

OSHA General Duty Clause, part 1: Each employer shall furnish to each of his employees a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees.

(https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=OSHACTION&p_id=3359)

Mitigation: Supervisors should periodically check for mats that need replacement. Workers should report mats that do not stay in place.