AGENDA

1. Introductions & Welcome  Kyle Hansen

2. Open Forum

3. Old Business
   A. Heads Up! campaign  Kyle Hansen
   B. Reports on progress toward CUSC goal
   C. Other old business

4. New Business
   A. Emergency planning & preparedness update  Mark Robertson
   B. Supplier Showcase  Patrick Dussault
   C. Resource: Chemistry Department
   D. Other new business

5. Adjourn  Kyle Hansen

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

- 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  
September 20, 2016  •  3:00 - 4:00 p.m.  
Nebraska City Union

The meeting was convened by Chair, Kyle Hansen (CREC). Attendees introduced themselves.

**Members:** Greg Turner (BSM), Eileen Bergt (Landscape Services), Mark Robertson (UNLPD), Andy Suyker (remotely - SNR), Jody Wood (Institutional Equity & Compliance), Beth Whitaker (School of Biological Sciences), Michael Straatman (Libraries), Pat Dussault (Chemistry), Sara Frizzell (Research Compliance Service), Jolene Deinert (Custodial Services), John Re (BSM), Lisa King (UAAD), Jane Wemhoff (Housing Dining Services), Casadi Johnson (UAAD), Brent Freeman (Nebraska Unions), Mark Robertson (UNL Police), Lynn Doser (Sheldon Museum of Art), Kim Phelps (University Services), Brenda Osthus (EHS), Yoko Smith (EHS support), Betsy Howe (EHS support).

**Guests:** Amber Hoffmeyer (student attending as a class requirement)

**OPEN FORUM**

No one in attendance had items for this part of the meeting.

**OLD BUSINESS**

*Heads Up! Campaign*

Kyle Hansen reported on the *Heads Up!* Marketing campaign. A small group from the CUSC met with Tyler Thomas of University Communications (UCOMM) in August to explain the CUSC request for assistance with a marketing campaign that would result in product to be used across a variety of platforms. UCOMM provided a $500 project proposal to meet the stated need. While the CUSC has no ongoing funding, there is available $676 that was raised by donation a few years ago, with the intent that the funds would be used for CUSC projects to promote safety university-wide.

Kyle moved and Lynn Doser seconded a motion to accept the UCOMM $500 project proposal. The motion carried with no dissenting votes. Beth Whitaker proposed formation of a subcommittee to work with UCOMM on development of the marketing campaign and volunteered to be part of the committee. Other volunteers were Kyle Hansen, Eileen Bergt, Mark Robertson, Lynn Doser, John Re, and Betsy Howe as administrative support. If *Heads Up!* Materials are not available by the October 18, 2016, Supplier Showcase, the CUSC will promote use of the online Near Miss
Reporting tool available through the Environmental Health and Safety (EHS) web site as that tool is being under-utilized.

**Progress Toward Goal**
Beth Whitaker reported she had taken steps to improve safety at Manter Hall in a number of areas. Concerns addressed are being resolved.

Eileen Bergt reported that Landscape Services is now maintaining all of Antelope Valley. The islands of land between roadway poses some new hazards for Landscape Services workers. Training of staff is underway to mitigate these hazards.

Jolene Deinert reported that Custodial Services has provided/arranged for a number of trainings on various topics over the past few months. Development is underway of procedures applicable to those who repair Custodial Services equipment.

There was no other old business.

**NEW BUSINESS**

**Emergency Planning & Preparedness Update**
Mark Robertson reported on efforts with UNL IT on the proposed Alertus Technologies Desktop Notification product which has the capability of displaying UNL Alert pop-ups on all university computers registered to receive such alerts. To minimize interruption for classes in session, the UNL Alert can be instantly turned off. This product has the capability to display on registered wireless devices as well as wired computers. The Nebraska Unions have volunteered to test the system in their facilities.

UNL Alerts are sent only after a decision-making process is accomplished. UNL Alert goes out to all registered users as there is a great deal of movement between the three campus locations. This allows users to determine whether the Alert is applicable to themselves.

Mark told the group that UNL hosts an extremely large number of visitors to campus and having UNL Alerts displayed widely would help ensure the safety of visitors. At any one time, there may be prospective students/families as well as participants in the wide variety of camps and other events that use UNL campus facilities throughout the year.

Mark indicated there has been some resistance to integrating UNL Alert and the Alertus system. He would appreciate efforts of CUSC members to help convince others within their own spheres of influence of the value of such a system. Brenda Osthus mentioned that lack of communication often has been emphasized as a contributing factor to negative results when there have been threat events at other campuses.
Supplier Showcase
Betsy Howe briefly reviewed information provided regarding the date/time/location and parking information for the annual Supplier Showcase sponsored by UNL Procurement. The CUSC traditionally has a booth for safety outreach at this event which occurs the Tuesday of fall break, this year October 18, 2016. Meeting attendees had an opportunity to volunteer to assist with staffing the booth. There are openings between 11 a.m. and 1 p.m. for those members able to volunteer.

Safety Committee Resources
Pat Dussault provided information on the activities of the Chemistry Department safety committee and the safety processes used within the department.

This department has long placed great importance in maintaining an active safety committee. The committee is comprised of both faculty and staff members, and includes representation from department administration and the instructional lab program. The committee maintains a planning calendar to schedule activities and in order to address items needing regular update (e.g., door placards). The safety committee is the owner of the Chemistry Department Safety/Chemical Hygiene Plan. The committee participates in department emergency and continuity planning although the safety committee is not in charge of these two areas.

Some of the highlights of committee activities included:
- Offering focused "accident/near" miss safety seminars based upon the research hazards in particular areas of chemistry.
- Accident/incident prevention and investigation.
- Facilitation of use of the EHS Near Miss reporting tool for all near misses.
- Visitor access/safety addressed.
- Periodic audits for appropriate laboratory attire/PPE.
- Training of new faculty, staff, and research students. It was noted that training is based upon the nature of work or study, e.g., theoretical and wet research labs have very different levels of hazard and thus require different levels of training/hazard mitigation.

If you would like a copy of the PowerPoint to use within your area, please contact Patrick Dussault directly at pdussault1@unl.edu

There was no other New Business.

CLOSED REMARKS

The next meeting will be held on November 15, 2016, from 3:00 – 4:00 p.m. at the UNL Police Department large conference room. The meeting was adjourned by Chair Kyle Hansen at 4:00 p.m.
August 26, 2016

PROJECT SUMMARY
University Communications (UComm) will concept campaign ideas and design (2-3) campaign graphic options for the Chancellor’s Safety Committee (Client). Estimate includes campaign concepting and design time for 2-3 graphic options. Additional client-requested revisions will be added to the total cost of the project at a rate of $50/hr. Client delays on progress toward milestones will result in extensions of the end deadline of 150% of the milestone delay.

DELIVERABLES
Copywriting- campaign concepts
Graphic design- 2-3 graphic concepts

ESTIMATE

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Thank you for the opportunity to work with the Chancellor’s Safety Committee. If you have any questions regarding this estimate please contact Tyler Thomas at tthomas10@unl.edu
Project Estimate
University Communications
Prepared for: Chancellor's Safety Committee
Project name: Safety Campaign Materials

*CONDITIONS OF APPROVAL

Estimates are valid for 30 days unless otherwise stated.

The estimate is intended only to serve as a guide to approximate cost for production and is not a firm bid price.

Proposals are only for work according to the original specifications. If through customer's error, or change of mind, work has to be altered, such alteration will carry an additional charge.

If the client cancels an order or withdraws materials while work is in progress prior to completion of the end product, University Communications assumes no responsibility of the completion of the work and is entitled to compensation for all work completed at the time of cancellation or withdrawal. If the client delays work on an order, a charge may be made by University Communications to compensate for additional costs caused by the delay.

Each end product by University Communications becomes the property of the client who ordered the product once all invoices are paid in full. All intermediate materials used in the development and production of the end product is the property of University Communications unless otherwise specifically agreed to in writing. Intermediate materials include, but are not limited to: all creative work including concepts, copy and layouts; electronic files and/or data, source files, tapes and disks; photos, drawings and artwork; proofs and negatives. In the case of an approved secondary logo development, the client will be supplied with a variety of logos for different media. The master art files will remain in custody of University Communications.

University Communications shall retain intermediate materials until the client has accepted the related end product. Reasonable care shall be taken by University Communications to provide an appropriate storage environment. Integrity of stored electronic data cannot be guaranteed due to technological limitations of media and devices available.

Print over runs or under runs, not to exceed 10% of the quantity ordered shall constituted an acceptable delivery and the excess or deficiency shall be charged or credited proportionately.

We cannot accept returns of custom merchandise. Stock merchandise only is returnable; a 25% restocking fee will apply. Please call for authorization on all returns.

Projects not completed by the end of the month will be billed for time and expenses incurred each month, unless specifically agreed to in writing.

Thank you for the opportunity to work with the Chancellor's Safety Committee. If you have any questions regarding this estimate please contact Tyler Thomas at tthomas10@unl.edu
SUPPLIER SHOWCASE

2016

date  
Tuesday, October 18th

venue  
University of Nebraska-Lincoln
City Union, Centennial Room

schedule
7-9:30am  Supplier setup
7-9:15am  Shuttle pickup at garage
7:30-10am  Breakfast
10-2  
Supplier Showcase 2016
11:30-12:30  Boxed Lunch
2pm  Breakdown can begin
2-3:30pm  Shuttle pickup at Union

shipping materials ahead of time
We allow you to ship materials prior to the Showcase. Please plan to have them arrive no earlier than a week prior to the event (no weekend deliveries accepted). Be sure that your organization's name is prominently displayed on every package. Your parcels will be waiting for you at your booth when you arrive. If you would like them shipped back after the Showcase you must provide completed shipping labels before you leave for the day.

where do I ship my display?
Please ship your materials to the location below.
Mail & Distribution
Attn: Supplier Showcase/ Mikki Sandin
1100 N 17th Street
Lincoln, NE 68588-0645

internet access
Wireless internet access will be available. A user name and password will be provided at your booth upon arrival. If you have problems getting access, tech support will be on hand in the morning for assistance at the registration desk.

cconduct guidelines
• The selling of goods and services during the Supplier Showcases will not be permitted.
• Suppliers can provide items at their booth for attendees, such as promotional products or candy. Any food provided at a booth, such as cookies, must be purchased from Premier Catering, the contracted food supplier for the facility. To order: 402.323.8422 or unioncatering@premiercatering.net.

questions?
Event Coordinator
Mikki Sandin
402.472.0083
mikki.sandin@unl.edu

Procurement Services Office
402.472.2126

• Suppliers must donate an item to the Supplier Showcase prize giveaway of equal or higher value than prizes they may choose to give away at their booth.
• Suppliers will be responsible for collecting their own contact information from Supplier Showcase attendees.

supplier prize giveaway
If you are participating in the prize giveaway, please bring your prize to the registration desk before the show starts or mail to the address above. Donated prizes will be displayed prominently on the stage in the exhibit area. Suppliers who donate prizes will be acknowledged on the display table as well. Prizes are for departmental use and not personal use. A list of prohibited items and recommendations are available online.
unload
Two locations are available to unload your display items. Suppliers with extremely large items should use the loading dock located on the east side of the Nebraska Union (approximately 16th & S Street, in parking lot behind the Nebraska Union & Jackie Gaughan Center; you must drive through the parking lot for access). Those with smaller items should use the loading/unloading area in front (south side) of the Nebraska Union building on R Street. Please use the ramp on the west side of the building and then take the elevator located in the entryway to the second floor and proceed down the hallway (left) to the Centennial Room.

Please remember that you cannot leave your vehicle in either location for more than 5 minutes or you will be ticketed or towed. When you finish unloading, you need to move your vehicle to the garage listed in the parking section. Unloading in any other location may result in a parking ticket, which will be your responsibility.

park & shuttle
• Suppliers will now park in the 17th & R Street Garage. Please refer to the enclosed map.
• A shuttle will be provided with pickup on the R Street side, near the police department. The shuttle will begin service starting at 7am and the last pickup will be at 9:45. Suppliers should arrive early to account for transit time to the Union.
• Suppliers should drop off any materials larger than a carry-on suitcase at the Showcase locations prior to parking in the garage. Drop off information is located below.
• Parking permits are not required to access the garage. A pass/passes to exit the garage with NO charge will be provided at your booth the day of the Showcase.

setup
The Centennial Room is located on the 2nd floor of the Nebraska Union. Procurement Services staff will be available beginning at 7:00 a.m. to direct you. PLEASE ALLOW ENOUGH SET UP TIME SO YOUR BOOTH IS READY BY 9:30 a.m. Your table set-up includes one 6ft banquet table with two chairs. Please remember to bring a table covering or else purchase one with your registration.

Tear down begins after the close of the showcase at 2:00pm. Absolutely no tear down may begin before 2:00pm.
Order #100004711

Order Date: August 30, 2016

Billing Address

Elizabeth (Betsy) Howe
EHS
3630 East Campus Loop
Lincoln, Nebraska, 68583
United States
T: 4024725488

Payment Method

No Payment Information Required

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Supplier Name
Chancellor's University Safety Committee

Type of Product/Service
Promote safety across UNL

Website
http://ehs.unl.edu/chancellors-university-safety-committee-cusc#cusc

Names of those attending (one per line, please, for nametags)

In addition to Elizabeth, there will be about 8 others helping throughout the day so can we please get blank tags to write in their names? Specific volunteers are not yet available.
Sales Rep Name
Elizabeth (Betsy) Howe

Sales Rep Title
Safety Specialist

Sales Rep Email
ehowe2@unl.edu

Sales Rep Street Address
3630 East Campus Loop

Sales Rep City
Lincoln

Sales Rep State
NE

Sales Rep Zip Code
68583-0824

Sales Rep Phone
4024725488

Booth Option
Standard - 8ft x 5ft

Display needs electrical access?
No

Wall/Pop-up display?
No

I will be shipping my display in advance (mailing instructions in description below)
No

Lunch #1 Preference
None

Lunch #2 Preference
None

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Chemistry Safety Committee Overview
September 2016

Pat Dussault
Safety Chair, Department of Chemistry
pdussault1@unl.edu
Snapshot of UNL Chemistry/Hamilton Hall

- 27 faculty and 17 staff members
- Mixed research and teaching
  - 23 research groups
  - Typically 110 grad assistants, 2 research asst. profs, 12-20 postdoctorals, 5-6 visiting scholars, 20-25 undergrad researchers
  - Wide range of research areas represented
  - Several specialized facilities
  - But…also
  - >5,000 enrolled student-semesters/year (Often 700 students on first floor and ~300 on 2-3-4)
  - 130 lab sections in fall semester; can have 15 sections running at one time.
Chemistry Safety Committee

- Standing departmental committee
  - Chair and co-chair
  - Most members multi-year experience
  - Standing members: Business manager, General Chem. Lab Coordinator, Organic Chem lab instructor

- Committee establishes and updates a planning calendar
  - Monthly meetings or inspections during academic year
  - Planning calendar useful for institutional memory (*What did we do last year?*)

- Major roles
  - Documents/infrastructure
  - Training
  - Inspections
  - Resource/liaison.
Safety Committee: Documents/Infrastructure

- Safety/Chemical Hygiene Plan
  - Related: departmental website; training PowerPoint
- Procedures (many based upon EHS SOPs)
  - Instructions/reminders updating door placards
  - Dealing with injuries
  - Appropriate clothing/PPE (lab coats, …)
  - best practices for odor minimization
  - policies related to use of 9th floor labs
  - sample SOP for employing HF in lab.
- Contribute (via Business Manager) to:
  - Department Emergency and Continuity plans
Multiple “streams” of individuals in Hamilton

- **A)** Work or study may involve exposure to hazardous materials.
  - Eye protection and lab coats required.
  - Training includes hazardous materials
- **B)** …will not involve hazardous materials
  - Eye protection and lab coats unnecessary
  - Training focuses on general emergencies
- **C)** Teaching labs.
  - Eye protection always required; lab coats in selected labs
  - Training administered by lab
- **D)** Short-term visitors (e.g. science camps)
  - Eye protection likely to be required. Training may or may not be required depending upon whether activity is “hands on.”
Training

• "Required Training" established and publicized; selected staff members trained to steer new personnel into system.
  ◦ Prerequisites: EHS training modules (varies with job description)
  ◦ Read Chemistry training PowerPoint (web-posted)

• Training sessions
  ◦ Group sessions May-August (for example 5 in 2016)
  ◦ Personal sessions remainder of year
  ◦ 100-150 individuals trained/assessed each year.

• Training Assessments
  ◦ Two different assessments (depending upon haz mat exposure)
  ◦ Minimum score required on written assessments.
  ◦ A final graphical assessment required for anyone working with/around hazardous materials-must sketch out work space and show safety features.
Inspections: Current Emphasis on Teaching Labs

• “Lightning” inspections (4-5 minutes) of every lab section
  • Emphases: eye protection, clothing (long pants, shoes that cover top of foot), avoiding food or water in lab; trip hazards;
    • Emerging issue: hair
  • Follow-up when warranted
  • Written report to lab coordinator(s), department administration.
  • Full departmental and instructional support;
    • Willing to discipline teaching assistants for “failure to enforce”

• Changes
  • When we began (2014), saw numerous serious violations (eye protection).
  • Teaching assistants have become more willing to “bring the rules”
  • Some violations (e.g., lack of eye protection almost vanished) and we are starting to work on new causes (e.g., long hair)
Safety Committee: as Resource

- Advise department (individual groups, facilities, faculty as a whole) on labeling standards, waste management. Often serve as liaison with EHS.
  - Example at present: “Eco funnel” waste gathering equipment

- Advise on lab cleanouts and large-scale waste collection (often involves coordination with EHS)

- **New**- Just held first “Accident/Near Miss” discussions (three individual ones, organized by major research areas of department)

- Advise and assist with unknown materials (occasionally involves coordination with EHS).

- Whatever else needed
How we see ourselves...

DEPARTMENT
- Chair/Business Mgr
- Research/Researchers
- Instructors/Teaching Assistants
- Students
- Visitors

Safety Committee
- Training/assessment
- Policy/regulatory
- Inspections/monitoring
- Emergencies
- Resource

Bad things: accidents, injuries, EPA violations, etc;

EHS

CUSC 9/20/2016
Challenges and Updates

- **Broadening routine risk assessment?**
  - Introduced by EHS and in larger training sessions;
  - Working to translate this into individual classes/groups.

- **Teaching labs**
  - Experiment design, risks, and PPE
  - PPE for large numbers of students

- **Research**
  - Need to manage “traditional” risks while being on guard for new ones.
  - “Life stages” of labs: Onset/growth, steady-state (perhaps decades), winding down

- **Unfilled training needs? Fire drills?**
  - Shelter in place, etc?