Chancellor’s University Safety Committee (CUSC) Meeting  
Tuesday, November 15, 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  Kyle Hansen

2. Fiscal Year 2016-17 (1st Qtr.) Injury/Illness  Yoko Smith

3. Fiscal Year 2016-17 (1st Qtr.) Safety Audit Items  Betsy Howe

4. Old Business  
   A. Heads Up! Marketing campaign  Kyle Hansen
   B. Reports on progress toward CUSC goal  Kyle Hansen
   C. Supplier Showcase Recap  Betsy Howe
   D. Other old business

5. New Business  
   A. Emergency planning & preparedness update  Mark Robertson
   B. Safety Committee Resources  Kyle Hansen
   C. Other new business

6. Adjourn  Kyle Hansen

Upcoming Meetings (at UNLPD, 300 N. 17th St. unless otherwise specified):
   • 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 2016-17:

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.”
The meeting was convened by Chair, Kyle Hansen (Campus Rec). Attendees introduced themselves.

**Members:** Brent Freeman (Nebraska Unions), Eileen Bergt (Landscape Services), Mark Robertson (UNLPD), Beth Whitaker (School of Biological Sciences), John Re (Facilities Maintenance), Mike Livingston (Agronomy & Horticulture), Jolene Deinert (Custodial Services), Casadi Johnson (UAAD), Lisa King (UNOPA), Jane Wemhoff (Housing Dining Services), Pat Dussault (Chemistry), Sara Frizzell (Research Compliance), Michael Straatman (Libraries), Jody Wood (Institutional Equity & Compliance), Gayle Schanou (HR Benefits & Risk Management), Betsy Howe (EHS support), Yoko Smith (EHS support).

**Attending remotely:** Tracy Grauer (ITS), Andy Suyker (SNR)

**FY 2016-2017 (1st Quarter) INJURY INCIDENT REPORT**

Sixty-one (61) First Reports of Injury (FRIs) were received by EHS for injuries occurring between July 1 and September 30, 2016. Thirty-three (33) or 54% were classified as OSHA-Recordable, considered potentially more serious. Fourteen (23%) 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.

Questions on reports distributed prior to the meeting were:

- How can the Causal Factor be “Unable to Identify Cause?” In the instances reported this quarter, investigation determined no discernable underlying factor. For example, for the trip & fall incidents there was not any environmental condition, such as broken/uneven/wet pavement/surface. In the instance involving a police officer, it was unclear what had led the suspect to react so violently.

Tying in with the CUSC goal this year, Yoko Smith compared and contrasted the two primary causal factors, Personal and Environmental, for October – December 2014 and October – December 2015 followed by discussion. These are ways that various departments/areas mitigate the two causal factors:
- Custodial Services. Establish written standard operating procedures which are reviewed with new employees. Ongoing, staff is randomly quizzed/tested.
- Chemistry. Conduct an annual safety discussion to reinforce initial training. Once a semester informally audit teaching labs for compliance. Provide weekly Teaching Assistant (TA) meetings and personally model safety procedures while interacting with lab prep staff. Provide a Lab Coordinator as a resource to back up TAs/Graduate Assistants. Every month there is refresher training on a relevant topic.
- Landscape Services. Safety committee membership is comprised of a cross section of management & staff. Training is generally seasonal for jobs that are seasonal. Upper level management models safety.
- Various. Review CUSC reports during unit safety committee meetings. Emphasize how a simple situation can lead to injury.
- Various. Share injury incident reports and safety audit findings at managers meetings and safety committee meetings. Publish a regular listserv that includes safety hints and ongoing reminders.

It was noted that in the quarter reported for 2014 compared to 2015, injury incidents due to personal causal factors were reduced by more than 50%.

**FY 2016-2017 (1st 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 56 buildings were audited during the past quarter. Betsy Howe provided information related to deficiencies for power strips/surge suppressors. The campus community often is not aware of the following:

- Power strips/surge suppressors must not be permanently affixed to a surface.
- Surge protectors have a lifespan.
- Power strip/surge suppressors should be UL-listed.
- Power strips and surge suppressors serve two different functions.

**OLD BUSINESS**

**Heads Up! Marketing Campaign**

Kyle Hansen recapped the history of this project. Over the past year a number of near misses due to distracted walking/driving/biking have been brought to the attention of the CUSC. In response, the CUSC undertook a campaign to raise awareness of the importance of situational awareness.
A subcommittee worked with University Communications to attain materials for distribution by individual CUSC members within their spheres of influence. Suggestions for distribution:

- Release different graphics over time, for example, a different graphic each quarter so that there will be a new graphic regularly to improve the likelihood of the message being noticed.
- Use the graphics with area digital kiosks, social media, department meetings and listervs, or other avenues available to the individual member.
- Temporary signs may be put up or sandwich boards used if applicable to your area/department.
- Become part of an existing event, ideally one that is generally well attended and/or an event that occurs on the Union Plaza, an area of high visibility.

Related Safety Concern

Students regularly use the driveway from the parking lot behind Cather Pound to 17th Street (across from The Knolls) as a walkway without regard to cars exiting/entering the driveway. It was suggested that a walkway delineation could be painted on the driveway in an attempt to funnel foot traffic onto one side of the driveway. Landscape Services will research the possibility.

Progress toward 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.”

Items discussed as part of the Injury Incident Causal Factor discussion apply and there was no other reporting.

Supplier Showcase Recap

Betsy Howe reported that 215 people stopped by the CUSC booth at the Supplier Showcase and received a black-and-white copy of the Near Miss….Near Hit? poster and a business-card size reminder of the URLs for reporting near misses and student injuries. In addition, there were requests for 63 Near Miss….Near Hit? posters that attendees indicated they would put up in their areas. Thirty-five (35) additional business-card size reminders were taken for distribution/sharing within the attendees’ area of influence.

Attendees who indicated they had experienced a “near miss” were encouraged to report such incidents through the online reporting tool being advertised. The near misses mostly had to do with
walking/biking/driving. There was a display board at the CUSC booth with the four graphics developed for the Heads Up! campaign.

There was no other Old Business.

NEW BUSINESS

Emergency Planning & Preparedness Update

Mark Robertson reported that the Emergency Preparedness posters previously distributed have now been updated to reflect the new “N” and also to add information related to “natural gas leak.” In addition, Mark stated that signage indicating a specific location for a building tornado shelter is being phased out, to be replaced by the new Emergency Preparedness posters. The new signage directs building occupants to seek the lowest level, interior space. This is advice visitors or those infrequently in a building and thus unaware of specific room numbers can follow. Mark will be working with building BMRs on removing old signage and posting new signage near elevators and stairwells.

Mark reported that all four University of Nebraska campuses are working together to synchronize emergency planning and will conduct exercises together in future.

Safety Committee Resource: Campus Recreation Accident Model

Kyle Hansen reviewed the Accident Potential model that Campus Recreation uses to identify risks and mitigation strategies for their outdoor adventure activities. This tool is used during training provided to new employees and updated as new risks are identified.

There was no other New Business.

CLOSING REMARKS

The next meeting will be held on January 17, 2017, from 3:00 – 4:00 p.m. at the UNL Police Department conference room. The meeting was adjourned by Chair Kyle Hansen at 4:10 p.m.
CUSC Workers Compensation Incident Report (July - September 2016)

As of September 30, 2016, sixty-one (61) FRIs were received for injuries occurring between July 1 and September 30, 2016.

- Fourteen (14) or 23% were “report only” (no medical treatment sought).
- Fourteen (14) or 23% were not OSHA-recordable, meaning they were minor in nature (requiring only one visit to clinic without prescription medication).
- Thirty-three (33) or 54% were classified as recordable, and are considered potentially more serious. Of those recordable incidents, fourteen (14) or 23% 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 July 1, 2016. Four (4) were classified as OSHA-recordable, and are considered potentially more serious.

- University Housing (Able Sandoz Facilities), date of accident: 5/17/2016 – Employee had inflamed nerve in left leg due to the repetitive nature of the job as a custodian.
- Athletics, date of accident: 5/23/2016 – Employee lost balance and tore right hamstring while carrying ice bags on stairs.
- Food Science & Technology: 6/20/2016 – Employee had sore left shoulder pain due to the repetitive nature of employee’s job as a lab technician.
- ARDC: 6/27/2016 – Employee was stung by a bee while digging a trench around a building and had an allergic reaction.
## Breakdown of OSHA Recordable Incidents (Events and Causes) 07/01/2016 – 09/30/2016

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Food Service</th>
<th>Child care</th>
<th>Material moving</th>
<th>Maintenance/Utilities</th>
<th>Shop/ Mechanic</th>
<th>Agriculture/landscape</th>
<th>Animal Handler</th>
<th>Office</th>
<th>Public Safety</th>
<th>Retail</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bending, climbing, crawling, reaching, twisting</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Overexertion in lifting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 (Inadequate procedure)</td>
<td></td>
<td>1 (Fatigue/stress)</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Overexertion in holding, carrying, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 (Inadequate procedure)</td>
<td></td>
<td>1 (Fatigue/stress)</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Overexertion in pushing/pulling</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 (Inadequate procedure)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Other bodily reaction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 (PPE improper)</td>
<td>1 (Fatigue/stress)</td>
<td>1 (Physical mismatch)</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Struck against or by</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2 (Inadequate procedure, PPE available but not used)</td>
<td>1 (Location)</td>
<td>1 (Improper tool usage)</td>
<td>1 (PPE available but not used)</td>
<td></td>
<td>1 (Inattention)</td>
</tr>
<tr>
<td>Caught in/Crushed by</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 (Inadequate procedure)</td>
<td></td>
<td>1 (Engineering controls available but not used)</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Fall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 (Weather condition)</td>
<td></td>
<td></td>
<td>7 (Uneven terrain, weather condition, inattention, unable to determine cause)</td>
<td>1 (Unable to determine cause)</td>
<td></td>
</tr>
<tr>
<td>Slip, trip, loss of balance without fall</td>
<td>1 (Inattention)</td>
<td>1 (Uneven terrain)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Assaults &amp; Violent Acts (Animals or humans)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 (Inadequate procedure)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>4</td>
<td>2</td>
<td>4</td>
<td>5</td>
<td>10</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>33</td>
</tr>
</tbody>
</table>
In the last calendar quarters in 2014 and 2015, the most common causal factors were personal and environment.
Examples of some cases

1. Deviation from protocol – An employee dropped a two-wheel cart from a work table instead of placing it on the floor. The cart bounced back and hit the employee’s right middle finger. The employee’s tendon on the finger was separated from the bone.

2. Deviation from protocol – An employee cleaned a print press cylinder while the cylinder was still rotating. The employee’s glove was caught in the cylinder and the employee fractured right index finger.

3. Inattention – An employee did not realize that another employee was closing a trailer gate and walked into the gate. The employee lacerated head.

4. Housekeeping – An employee slipped on butter on the floor in a kitchen. The employee tried to break the fall and strained left wrist and shoulder.

Discussion

1. How can we prevent employees from “taking a short cut”?
2. What does your department do to ensure employees are familiar with required safety procedures?
3. How do we foster communications regarding safety among workers, or between supervisors and workers?
4. What do you do to relate CUSC discussions to your department?
**Safety Audit Overview (July 1 – September 30, 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.

**Areas audited (within 56 buildings):**

<table>
<thead>
<tr>
<th>Area Name</th>
<th>Location Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrill Off-campus Shop</td>
<td>Landscape Implement Building</td>
</tr>
<tr>
<td>Ag &amp; Hort /Forestry Shop</td>
<td>Landscape Services Metal Building</td>
</tr>
<tr>
<td>Animal Sciences Complex</td>
<td>Landscape Services Metal Canopy</td>
</tr>
<tr>
<td>Baker Hall</td>
<td>Lervoir Hall</td>
</tr>
<tr>
<td>Beadle Center</td>
<td>Lied Center for Performing Arts</td>
</tr>
<tr>
<td>Bessey Hall</td>
<td>Loeffel Meat Laboratory</td>
</tr>
<tr>
<td>Canfield Administration Building No</td>
<td>Manter Hall</td>
</tr>
<tr>
<td>Canfield Administration Building So</td>
<td>Midwest Roadside Safety Facility Test</td>
</tr>
<tr>
<td>Chase Hall</td>
<td>Morrill Hall</td>
</tr>
<tr>
<td>Documents Facility</td>
<td>Nebraska Hall</td>
</tr>
<tr>
<td>East Stadium</td>
<td>North Stadium</td>
</tr>
<tr>
<td>Entomology</td>
<td>Osborne Athletic Complex</td>
</tr>
<tr>
<td>Facilities Implement Building</td>
<td>Othmer Hall</td>
</tr>
<tr>
<td>Facilities Management Shops</td>
<td>Plant Sciences Hall</td>
</tr>
<tr>
<td>Food Innovation Center</td>
<td>Recycling and Refuse Building</td>
</tr>
<tr>
<td>Food Industry Complex</td>
<td>Schorr Center</td>
</tr>
<tr>
<td>Hamilton Hall</td>
<td>Scott Engineering Center</td>
</tr>
<tr>
<td>Hardin Hall</td>
<td>Service Building</td>
</tr>
<tr>
<td>Harper Dining Center</td>
<td>Smith Residence Hall</td>
</tr>
<tr>
<td>Hawks Championship Center</td>
<td>South Stadium</td>
</tr>
<tr>
<td>Innovation Commons Conference Center</td>
<td>Temple Building</td>
</tr>
<tr>
<td>Insecticide Storage Building</td>
<td>Theodore Jorgensen Hall</td>
</tr>
<tr>
<td>ITS Annex</td>
<td>Veterinary Basic Science Building</td>
</tr>
<tr>
<td>Jackie Gaughan Multicultural Center</td>
<td>Veterinary Diagnostic Laboratory</td>
</tr>
<tr>
<td>Keim Hall</td>
<td>Watson Building</td>
</tr>
<tr>
<td>Landscape Services East</td>
<td>West Stadium</td>
</tr>
<tr>
<td>Landscape Services Equipment Building – East</td>
<td>Whittier Building</td>
</tr>
</tbody>
</table>

**Power Strip/Surge Suppressor Information**

*Power strips/surge suppressors must not be permanently affixed to a surface.*

Power strip/surge suppressors/relocatable power taps are not designed as permanent fixtures. The UL1363 standard requires a mounting method such that it is not necessary to use tools for mounting or dismounting.
Surge Protectors have a lifespan.

Surge protectors are rated in joules, and this tells you how much protection they are designed to provide, i.e., the amount of energy the device can absorb before the device stops absorbing extra voltage and becomes a ‘dumb’ power strip. Every power surge/variation decreases the life of the surge protector. Some surge suppressors have built-in lights that inform you when protection is no longer occurring. Surge protectors often come with a 2-5 years per warranty. This might be your guideline for replacement, in particular for those devices with do not have lights or warranty information available.

Power strips/surge suppressors should be UL-listed

As with other electrical appliances, power strips/surge suppressors that are not UL or FM approved or have been altered in a manner that compromises the UL or FM approval should be removed from service. **UL Listing means** that UL (Underwriters Laboratories) has tested representative samples of the product and determined that it meets UL’s requirements. These requirements are based primarily on UL’s published and nationally recognized Standards for Safety. References to UL and the **UL Listing** may include: the **UL Listing Mark**. Underwriters Laboratories and FM Approvals are nationally recognized third-party testing entities who provide safety testing/certification of select types of products, with testing conducted in accordance with US consensus-based product safety standards.

Power strips versus surge protectors

Power strips provide additional electrical outlets only. Surge suppressors/protectors provide protection against voltage spikes, ensuring consistent voltage to protect the equipment plugged into the device.

Resources:

- EHS Safe Operating Procedure **General Electrical Safety**
  [http://ehs.unl.edu/sop/s-electricalsafety.pdf](http://ehs.unl.edu/sop/s-electricalsafety.pdf)
- EHS Web-Based Training **General Electrical Safety Awareness**
  [http://ehs.unl.edu/web-based-training#ElectricalSafety](http://ehs.unl.edu/web-based-training#ElectricalSafety)
- Underwriters Laboratories (information on standards, certification and much more)  [http://www.ul.com/](http://www.ul.com/)
- FM Approvals (information on products FM certifies, standards development and more)  [http://www.fmapprovals.com/](http://www.fmapprovals.com/)
EMERGENCY PROCEDURES

REPORT ALL EMERGENCIES:
UNIVERSITY POLICE 402-472-2222 OR 911

SMOKE OR FIRE ALARM
EVACUATE
- Pull nearest fire alarm
- Use the nearest exit
- Do not use elevators
- Take belongings if near
- Move to safe distance
- Re-enter only if directed

TORNADO WARNING
SHELTER
- Lowest level
- Interior space: Hallway, Basement, Restroom
- Get low
- Cover back of head
- Monitor news
- Stay in shelter until warning expires

SHOOTING OR VIOLENCE
RUN, HIDE, FIGHT
- RUN - if you know where the danger is and it is safe to go
- HIDE - if unsafe to escape, in a secure place
- FIGHT - if hiding is not an option, fight as if your life depends on it

GAS LEAK: Follow instructions to EVACUATE or SHELTER

EMERGENCY.UNL.EDU
UNIVERSITY POLICE 402-472-2222 OR 911
Hazards

- Moving Sticks
  - With hanging nets, ropes, or traversing a suspended net, a sagging stick becomes a potential hazard.
  - Precaution: Always set up a moving stick while hanging it.
  - Position yourself to avoid quick movements and control.

- Seasonal Hazards
  - During adverse weather, be cautious of slippery ground, wind, and snow.
  - Integrate seasonal adaptation strategies and move between environmental conditions.

Transitions

- Examples: 3-speed, backpacking, a trail, or the running on a path.
- Transitioning from a 3-speed bike to a power ski is significant where appropriate.

- Features: Lead / lead behind risk increases.
- Lead / Lead behind is a common progression strategy and transition into lead / lead or
  - Position yourself to respond quickly to unpredictable movements.
  - Communication may be difficult due to increased distance between stick and
  - Movements appropriate for stick control and increased risk.

- Other hazards include:
  - Unknown hazards and site zones.
  - Inadequate training and instruction.

Managing Hazards

- Hazards are persistent—during an activity it is crucial to manage the risks.
  - Understanding your position and transitioning to a managed environment.

Accident Potential Model

1. Leadership change—opportunities may arise due to instructions.
2. Environmental changes—potentially unstable environmental conditions.
3. Danger—issues arise when combined critical accident potential.

Factors to Consider:

- Age—Gearing up to risk and combining critical accident potential.

Accident Potential Model—By nature, outdoor adventures require accident outcomes and