

Chancellor's University Safety Committee (CUSC) Meeting

Tuesday, January 17, 2017 - 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 (2nd Qtr.) Injury/Illness Yoko Smith
3. Fiscal Year 2016-17 (2nd Qtr.) Safety Audit Items Betsy Howe
4. Old Business Kyle Hansen
 - A. Heads Up! Marketing campaign
 - B. Reports on progress toward CUSC goal
 - C. Other old business
5. New Business Mark Robertson
 - A. Emergency planning & preparedness update Doug Rudeen
 - B. Safety Committee Resources - ARDC
 - C. Other new business
6. Adjourn Kyle Hansen

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

- 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."

Chancellor's University Safety Committee Meeting
Meeting Minutes
January 17, 2017 • 3:00 - 4:00 p.m.
UNLPD Conference Room

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), Jane Wemhoff (Housing Dining Services), Pat Dussault (Chemistry), Sara Frizzell (Research Compliance), Michael Straatmann (Libraries), Greg Turner (BSM), Doug Rudeen (ARDC), Brenda Osthus (EHS), Kim Phelps (University Services), Betsy Howe (EHS support), Yoko Smith (EHS support).

Attending remotely: Nolan Golgert (ARCH), Andy Smriga (East Union Safety Committee)

FY 2016-2017 (2nd Quarter) INJURY INCIDENT REPORT

Forty-eight (48) First Reports of Injury (FRIs) were received by EHS for injuries occurring between October 1 and December 31, 2016. Thirteen (13) or 27% were classified as OSHA-Recordable, considered potentially more serious. Five (10%) were lost time incidents that required employees to be off work, transferred to a different job, or have restricted duties. All quarterly reports were sent to members for review prior to the meeting.

Yoko Smith selected ice-related incidents for review and discussion. A bar graph provided visually compared the location of ice-related incidents January to March 2015 (13) versus January to March 2016 (15). Examples of typical incidents along with tips to avoid slipping on ice were detailed on the report.

- Eileen Bergt, Landscape Services, indicated that icy conditions in a specific location may be reported to Landscape Services through the Facilities Service Desk, servicedesk@unl.edu or 402-472-1550. While there are containers of ice melt at the main entrance of each campus building, additional ice melt containers may be requested for other entrances through the Facilities Service Desk.
- Discussion occurred regarding procedures if a worker were to be injured while working alone.
- John Re suggested that email is the best method of reporting items to the Facilities Service Desk, in particular prior to 7:30 a.m. when the Service Desk staff is in place. The Service Desk phone number does support voice messages for those who prefer that option to email.

- Jane Wemhoff reminded the group that parking lots tend to be particularly icy so extra caution should be used when exiting your vehicle.

FY 2016-2017 (2nd Quarter) SAFETY AUDIT HIGHLIGHT

Safety audits are conducted of all spaces at UNL on a schedule, based on identified hazards and regulatory requirements. Part or all of 75 buildings were audited during the past quarter.

Betsy Howe provided information related to portable ladders and step stools which are widely used, not just by maintenance personnel:

- Ladders must be in good repair, clean, and appropriate for the intended load and type of work.
- A chair is never an appropriate substitute for a ladder or step stool.
- Guidelines for step stools are similar to those for portable (step) ladders.

Besides the EHS **Portable Ladder** Safe Operating Procedure and Web-Based Training, other resources were provided.

OLD BUSINESS

Heads Up! Marketing Campaign

Brenda Osthus posed a question regarding the next steps of this campaign: Would the committee find it useful if a subcommittee was formed to develop a marketing campaign in order to provide a consistent message across all areas? Such a marketing plan could provide guidance regarding optimum timing/release of specific components, for example, based on the targeted audience and season of the year. Ideas discussed were:

- 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.
- Coordinate any print graphics or printed signage with digital kiosk displays, social media, department meetings and the various listservs, or other avenues available to the individual member.

A few members indicated such a marketing plan would be useful. No action was taken to set up a subcommittee to develop a marketing plan for wide distribution/member use. Individual member input was as follows:

- Mark Robertson indicated he would check with the Digital Signage Committee regarding use of the *Heads Up!* graphics.
- Eileen Bergt told the group that the UNL Signage Committee has now approved temporary signage for purposes such as this marketing campaign.

Betsy Howe will report at the next meeting on what funds remain available for potential CUSC purchase of temporary *Heads Up!* signage. A suggested area for such display would be the areas previously identified as particularly hazardous, such as the East Campus area near Varner Hall.

- John Re volunteered to work on an email template for a *Heads Up!* campaign.
- Beth Whitaker has been putting up *Heads Up!* graphics printouts on Manter Hall display boards.

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.”

Betsy Howe shared two new posters: ***Glass Disposal*** and ***Battery Disposal***. Both posters were developed based on a request by a member of the campus community. Each provides a quick visual highlight of the topic. Complete information is available in the specific Safe Operating Procedures, readily accessible using the QR code on the poster.

There was no other Old Business.

NEW BUSINESS

Emergency Planning & Preparedness Update

Mark Robertson reported that ALERTUS, a software solution to push UNL Alerts onto individual registered computers, will soon be put onto all Business and Finance computers. ALERTUS is an opt-in program designed to more widely disseminate UNL Alerts. UNL Alert is the primary method of emergency communication at UNL.

UNL Alerts currently only pop up on the UNL web page if computer users are accessing that web site. ALERTUS makes it possible for UNL Alerts to pop up on the computers of all registered users, regardless of whether or not they have a UNL web page open.

Safety Committee Resource: ARDC

Doug Rudeen who works at the Agricultural Research and Development Center (ARDC) near Mead, Nebraska, shared information on their active safety committee. The safety committee focuses on safety concerns related to the various ARDC areas of operation conducted by the approximately 70-90 employees. Safety talks are provided every two months on some aspect of the large variety in operations: livestock, chemicals, machinery, groundskeeping/landscaping, heavy equipment, office, etc.

The ARDC Safety Committee, comprised of 8-10 people who are a cross section of workers from different functional areas, meets once a month. Each functional area contributes funds toward expenses related to providing training. Members serve 3-year terms but may serve more than one term. Minutes of safety committee meetings are distributed to all workers. ARDC found it worked well to add a departmental secretary to the committee, with part of their duties to develop and distribute meeting Safety Committee Minutes.

There was no other New Business.

CLOSING REMARKS

The next meeting will be held on March 21, 2017, from 3:00 – 4:00 p.m. at Nebraska East Union and it will be an Open Forum meeting. The meeting was adjourned by Chair Kyle Hansen.

CUSC Workers Compensation Incident Report (October - December 2016)

As of December 31, 2016, Forty-eight (48) First Report of Injury or Illness (FRI) were received for injuries occurring between October 1 and December 31, 2016.

- Twenty-seven (27) or 56 % were “report only” (no medical treatment sought).
- Eight (8) or 17 % were not OSHA-recordable, meaning they were minor in nature (requiring only one visit to clinic without prescription medication).
- Thirteen or 27 % were classified as recordable, and are considered potentially more serious. Of those recordable incidents, five (5) or 10 % 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:

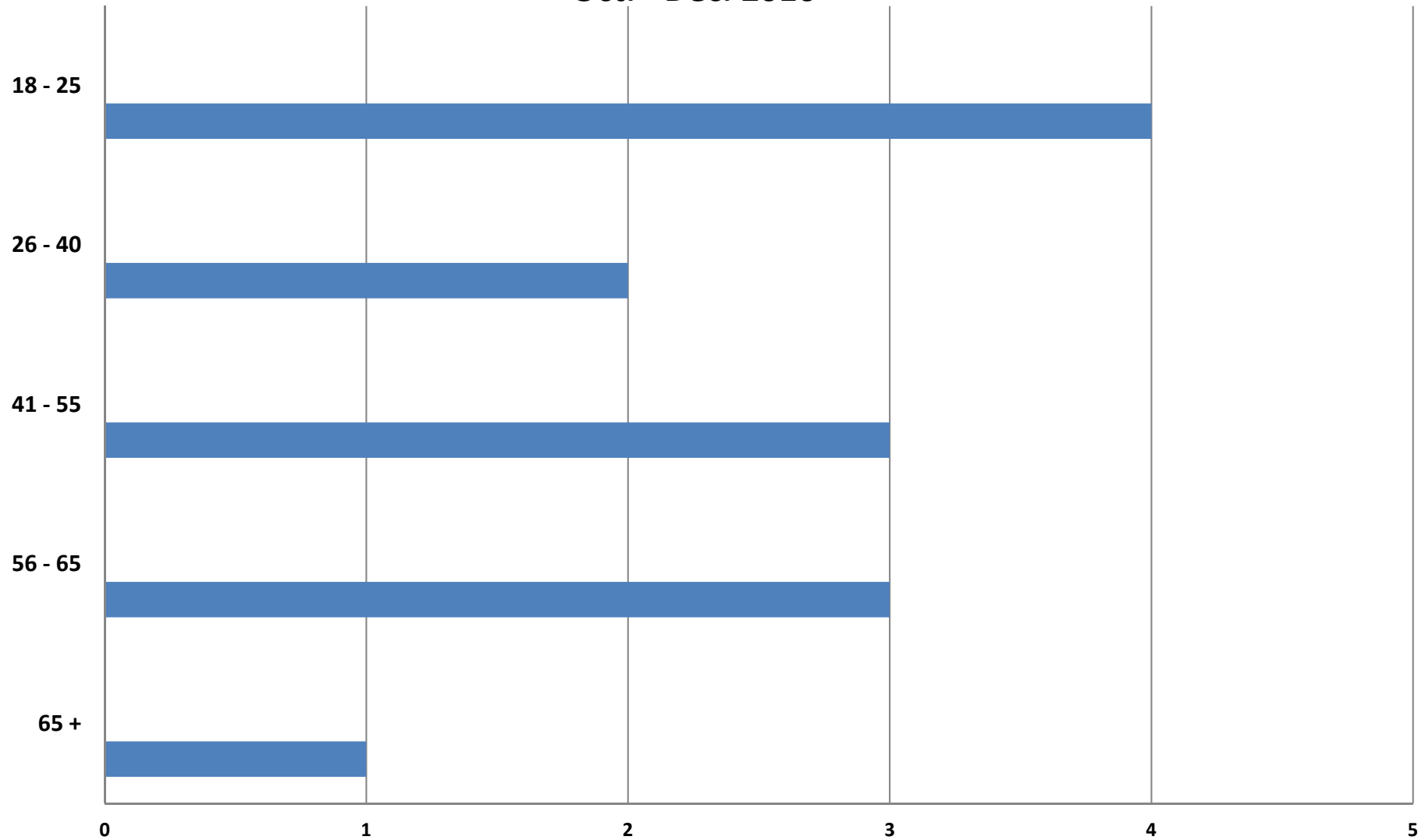
Two (2) FRIs were received for injuries occurring prior to October 1, 2016. One (1) was classified as OSHA-recordable, and is considered potentially more serious.

- University Television – Date of accident: September 25, 2016. An employee ran into the wall while demonstrating actions in a play to an actress.

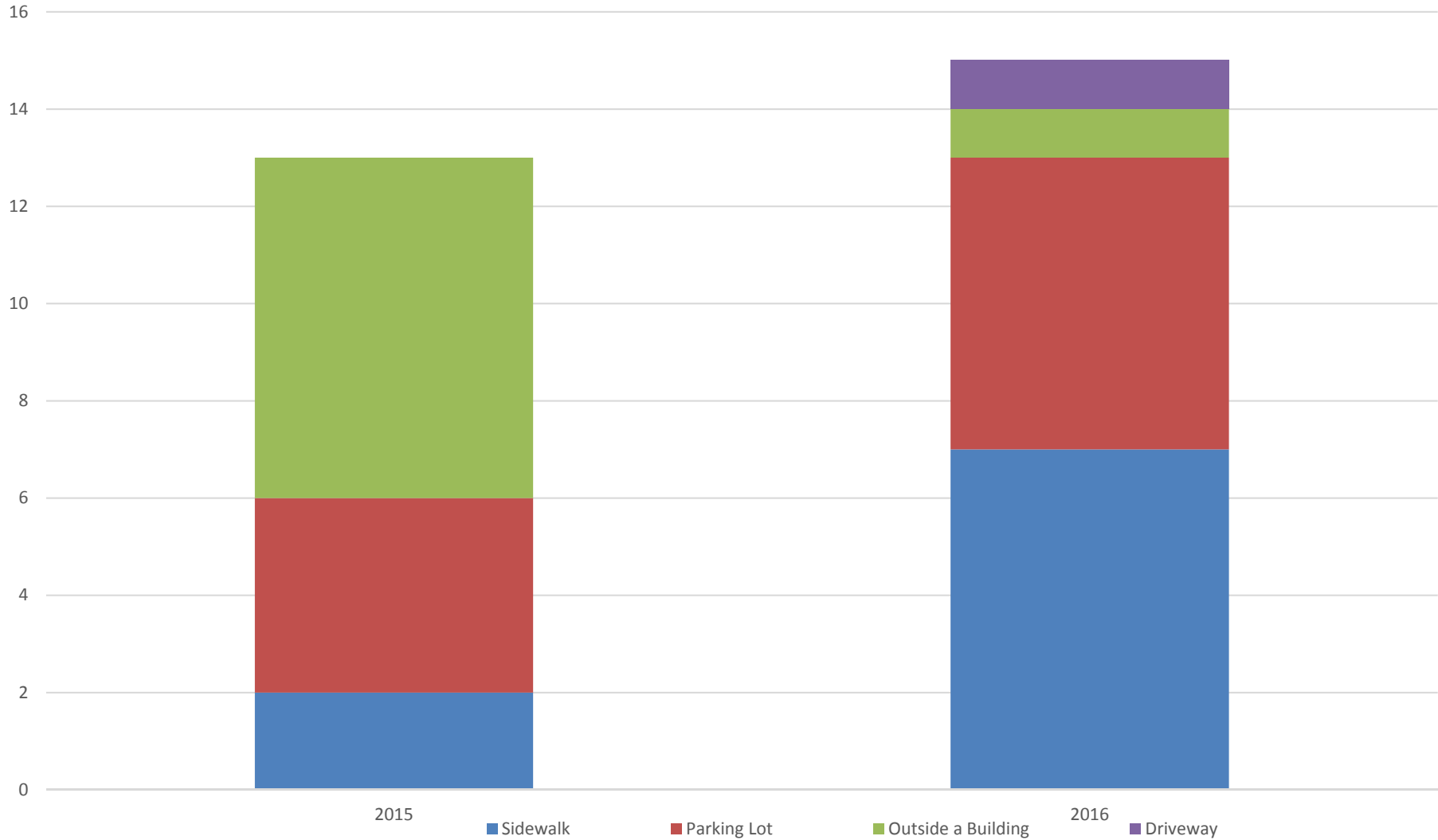
Breakdown of OSHA Recordable Incidents (Events and Causes) 10/01/2016 – 12/31/2016

	Food Service	Office	Maintenance/ Utilities	Shop/ Mechanic	Agriculture/ landscape	Animal Handler	Laboratory	Total
Overexertion in lifting	1 (Inadequate procedure)					1 (Inadequate procedure)		2
Repetitive Motion	2 (Fatigue/ Stress)							2
Struck against or by		1 (Housekeeping)		1 (PPE available but not used)	1 (Improper tool usage)			3
Caught in/Crushed by					1 (Inadequate procedure)		1 (Location problem)	2
Fall		1 (Inattention)						1
Slip, trip, loss of balance without fall	1 (Inattention)						1 (Inattention)	2
Exposure to Harmful Substance or Environment			1 (Inadequate procedure)					1
Totals	4	2	1	1	2	1	2	13

Age (OSHA Recordable) Oct. - Dec. 2016



**Ice-Related Incidents
in 2015 and 2016
Jan - March**



Outside a building includes an entrance to a building (not sidewalk), a dock, entry stairs, etc.

Examples of ice-related incidents

- An employee slipped and fell on a parking lot on February 4, 2016. The employee hit head and had a concussion. The injured employee drove back to the office by oneself.
- Two employees from the same laboratory slipped at the same location near CY Thompson Library 10 minutes apart. The area was well known for icy conditions.
- An employee manually cleared snow around a building and slipped. The employee fell to the ground and bruised neck and back.

How to avoid slipping on ice

- Type of shoes – avoid shoes with smooth soles and heels (i.e. cowboy boots with leather soles, dress shoes with heels)
- Approach with caution and assume that all wet, dark areas on the ground are slippery and icy. Plan your route accordingly.
- Bend slightly and walk flat –footed with your center of gravity directly over the feet as much as possible.
- Try not to carry too much when it is snowy or icy.
- Use special care when entering and exiting vehicles. A number of UNL employees slipped and fell as they were exiting vehicles after parking unknowingly on ice.

(Reference: Snow & Ice Management Associate web page <http://www.sima.org/discover-sima/public-safety/safety-tips/safe-winter-walking>)

- Be mindful of refrozen surfaces after a warm day followed by a cold night.
- Some entrances have a small bin with sands/ice melt mixtures. Use the mixtures at the entrance. If your department wants a bin with sands/ice melt mixtures for the building entrances, contact Custodial Services through FMP Service Desk (2-1550)
- Contact Landscape Services through FMP Service Desk (2-1550) and request a snow removal if areas are particularly icy.

Discussion

- What can your unit safety committee do to prevent ice-related incidents?
- Some departments have workers working by oneself. What are the procedures if such worker is injured away from other workers?

Safety Audit Overview (October 1 – December 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.

Areas audited (within 75 buildings):

Andrill Off-campus Shop	Landscape Services Metal Building
501 Building	Leverton Hall
Ag Hort Greenhouse 2	Loeffel Meat Laboratory
Animal Sciences Complex	Love Hall (City Campus)
Abel Residence Hall	Manter Hall
Arsenal	Miller Hall
Abel-Sandoz Food Service	Morrill Hall
Baker Hall	Morrison Life Sciences Research Center
Beadle Center	Nebraska Hall
Chase Hall	Osborne Athletic Complex
Behlen Laboratory	Othmer Hall
Bessey Hall	PHREC Elliott Facility
Bioscience Greenhouses – Beadle Cty	Poultry Buildint H & I
Bob Devaney Sports Center	Pound Residence Hall
Burr Residence Hall	Recycling and Refuse Building
Bus Garage	Selleck Food Service-Bldg L (J 1 st flr)
Cather/Pound Food Service	Selleck Quadrangle-Bldg D,E,F,G,H,J,K
Documents Facility	Service Building
(Sid and Hazel) Dillan Tennis Center	Scott Engineering Center
East Stadium	Smith Residence Hall
Eastside Residence Hall	Splinter Labs
Entomology	Starr St (3332) (Col Terr)
Facilities Maintenance Shops	Starr St 3342 Lawn/Premises Care
Facilities Implement Building	Temple Building
Facilities Management C	The Courtyards
Food Innovation Center	The Village
Food Industry Complex	Theodore Jorgensen Hall
Hamilton Hall	Transportation Services
Hardin Hall	Jackie Gaughan Multicultural Center
Harper Dining Center	Leverton Hall
Insectary Building	Lied Center for Performing Arts
Insecticide Storage Building	U Street Apts
Landscape Implement Building	Utility Response Facility
International Quilt Center	University Suites
ITS Annex	Veterinary Basic Science Building
Kaurrman Academic Residential Center	Vine Street Apts - East
Knoll (The Robert E.) Residential Center	Watson Building
Landscape Services Building - East	WCREC Wm P. Snyder Admin Building
Landscape Services East	

Portable Ladders and Step Stools

Ladders are not in good repair, clean, and/or appropriate for the intended load and type of work.

Ladders and step stools are generally used in all work space types: General, Kitchen, Laboratory and Shop. Workers who do not use a ladder and/or step stool daily often are unaware of or tend to minimize the hazards of working at height.

The main hazard associated with portable ladders and step stools is falls. Falls are the leading cause of unintentional injury deaths nationwide and 43% of fatal falls in the last decade have involved a ladder. Approximately 20% of fall injuries involve ladders.

Falls occur when:

- The ladder/step stool is in poor condition or is improper for the task at hand.
- The ladder/step stool is poorly located and/or incorrectly positioned in relation to task that needs completion.
- The surface on which the ladder/step stool is located is slippery or uneven.
- Proper techniques are not observed when using the ladder/step stool.

Guidelines for portable extension and step ladders and mobile ladder stands are available within the Environmental Health and Safety (EHS) Safe Operating Procedure and Web-Based Training noted.

Step Stools are widely used at UNL. Guidelines are similar to those for portable extension and step ladders. A Ladder-type Step Stool is a self-supporting, foldable, portable ladder that is non-adjustable in length, 32-inches or less in overall size, with flat steps and without a pail shelf. It is designed so that the ladder Top Cap as well as all steps can be climbed on. The side rails may continue above the top cap. It is intended for use by one person.

Proper Use

A Ladder-type Step Stool requires level ground support for all four of its side rails. If this work site condition does not exist, a Ladder-type Step Stool should not be selected for the job.

A Ladder-type Step Stool must not be used unless its base is spread fully open and the Spreaders locked. Ladder-type Step Stools are not to be used as Single Ladders or in the partially open position.

In order to prevent tipping the Step Stool over sideways due to over-reaching, the user must climb or work with the body near the middle of the steps or top cap. The Step Stool should be set-up close to the work. Never attempt to move the Step Stool without first descending, relocating the Step Stool, and then re-climbing. Do not attempt to mount the Step Stool from the side or step from one ladder or Step Stool to another unless the Step Stool is secured against sideways motion.

When ascending or descending the Step Stool, always face the Step Stool.

The braces on the rear of a Step Stool are not intended for climbing or standing and must not be used for that purpose.

The anti-slip feet at the bottom of the Step Stool side rails must be present and in good condition prior to using. The Step Stool must not be used on ice, snow or slippery surfaces unless suitable means to prevent slipping is employed.

A Step Stool must never be placed upon other objects such as boxes, barrels, scaffolds, or other unstable bases in an effort to obtain additional height.

Proper Care

A thorough inspection must be made when the Step Stool is initially purchased and each time it is placed into service. Clean the climbing and gripping surfaces if they have been subjected to oil, grease or slippery materials. Working parts, bolts, rivets, step-to-side rail connections, and the condition of the anti-slip feet (safety shoes) shall be checked. If structural damage, missing parts, or any other hazardous defect is found, the Step Stool must not be placed into service and either discarded or competently repaired.

Step Stools exposed to excessive heat, as in the case of fire, may have reduced strength. Similarly, Step Stools exposed to corrosive substances such as acids or alkali materials may experience chemical corrosion and a resulting reduction in strength. Remove these Step Stools from service.

Step Stools with bent or broken side rails must be destroyed.

In the event a Step Stool is discarded, it must be destroyed in such a manner as to render it useless. Another person must not be afforded the opportunity to use a Step Stool that has been deemed unsafe.

Do not store other materials on the Step Stool while it is in storage.

Resources:

- EHS Safe Operating Procedure **Ladder** <http://ehs.unl.edu/sop/s-ladder.pdf>
- EHS Web-Based Training **Portable Ladder Safety** <http://ehs.unl.edu/web-based-training#ElectricalSafety>
- American Ladder Institute <http://www.americanladderinstitute.org/>
- NIOSH (National Institute for Occupational Safety and Health) "Falls in the Workplace" <https://www.cdc.gov/niosh/topics/falls/>

ARDC SAFETY COMMITTEE SCHEDULE		Updated: 2002-2016		
DATE	SUBJECT	TARGET AUDIENCE(PRESENTER)	EXTRA	#'s
04/29/09	Accident Reports & Safety Records	Unit Mgrs ck fire ext, kits, chem shwr, aed, eye wash, walk through shop - Yoko		5
05/27/09	Fire Safety at Forestry Fire Shop	All Facilities General Fire Safety & Cookout Mike lining up speaker - St Fire Marshall?	Fire Ext demo, Fire Trucks tour	73
06/17/09	Housekeeping for Shops	Unit Mgrs Yoko Smith will present		15
09/02/09	Spill Prevention Control & Countermeasures	All Facilities Jeff Stuehmer	Highly Recommended to all users	65
10/21/09	Emergency Preparedness - ARDC	Unit Mgrs Mark Schroeder will present		16
11/10/09	ATV RiderCourse training	All Facilities KarnaDam, Bob Meduna, Aaron Nygren		38
11/18/09	Stress Management	All Facilities EAP speaker	Soup Luncheon	54
01/14/10	Hearing Testing, Health Assessment, Blood Testing	All Facilities During Holiday party	Hearing Testing, Health Assessment, Blood Testing	24
03/17/10	CDL Training for Unit Mgrs & their drivers	CDL Drivers St Patrol Carrier Enforcement		46
04/07/10	Dealing with Challenging Employee(s)	Unit Mgrs Floyd Sylvester - EAP		16
05/26/10	Mower, Trimmer, & Chainsaw Safety	All Facilities UNL Landscape	Cookout at Farm Shop	67
06/16/10	Audit Check List & Hearing Protection Program	Unit Mgrs Yoko Smith - EHS		10
07/22/10	Prepare for EPA Audit	Unit Mgrs EHS - TJ Bond	Note - Thur, July 22	13
08/25/10	Tractor & Harvest Safety, refresh SPCC	All Facilities UNL Dave Morgan	Pizza	55
11/18/10	Handling Hazardous Waste			
11/18/10	Recycling or What Not to Toss in Trash & Hearing Testg & Training, Cholestrol Ck	All Facilities	Soup Luncheon	60
01/13/11		All Facilities		39
02/23/11	CPR/AED/First Aid Training	RSVP	V Highstreet - Campus Rec	32
04/06/11	Lock Out/Tag Out & AED, Tornado shelters	All Facilities EHS-Lisa Mensah	Pizza Hut	39
05/25/11	Outdoor Awareness	All Facilities Skin Cancer, Heat Stress, Insect Bites, Severe Weather		81
06/22/11	MSDS Review	Unit Mgrs EHS - Yoko Smith		9
08/09/11	Confined Space & SPCC Review	All Facilities EHS - Lisa Mensah	Make your own subs	50
09/07/11	Special - Elect Fence Issues & Installation	Animal Units Mike Anderson		8
11/15/11	UNL Benefit Review	All Facilities Greg Clayton	Social Comm Cookout	65
01/12/12	Situational Awareness - Holiday	All Facilities Fred Gardy, UNL Police	Situational Awareness	
02/15/12	PIT Recertification & Training	All Facilities Lisa Mensah	Farm Shop	
03/28/12	Wellness Workshop	All Facilities UNL Campus Recreation - Kim Barrett	Wellness Workshop - Soup & Fruit	56
05/30/12	General Safety	All Facilities Lisa Mensah @ Farm Shop	Ladders, General, Lifting, Housekeeping	56
08/15/12	Harvest related - Tractor/Grain Bin/Conf Space/PTOs	All Facilities PVE - Ross Miller	Harvest Issues	62
10/08/12	Catch the Facts -Not the Flu & Fire Safety SOP	Unit Mgrs		
11/07/12	Machine Shop safety	All Facilities EHS live website		16
11/08/12	Lung & Respiratory Diseases	All Facilities UNMC - Susanna Von Essen & Shawn Gibbs		58

ARDC SAFETY COMMITTEE SCHEDULE			Updated: 2002-2016	#'s
DATE	SUBJECT	TARGET AUDIENCE/PRESENTER	EXTRA	
01/17/13	Holiday / Safety Training / Hearing Test	All Facilities	Ask Rich A to open	70
02/20/13	CPR/AED/First Aid Training	RSVP	Refreshments - 2 groups	27
05/29/13	Preventing Agricultural Injuries	All Facilities		76
08/07/13	Top 5 Rural Health Problems Related to Work in American Agriculture	All Facilities		66
11/18/13	Ergonomics on the Farm	All Facilities		49
01/17/14	Holiday / Safety Training / Hearing Test	All Facilities	Ask Rich A to open	43
04/03/14	Cross Connections - Backflow	All Facilities		57
05/28/14	Lockout/Tagout &/or General Electricity	All Facilities		64
08/20/14	Fire Safety & Fire Extinguisher training	All Facilities		44
11/19/14	Compressed Gas & Welding	All Facilities		61
01/15/15	Holiday / Safety Training / Hearing Test	All Facilities	Starting at 6 am	46
02/25/15	CPR/AED/First Aid Training	RSVP		21
03/04/15	Employee Assessment Training - Virtual Manual	Unit Mgrs		21
04/01/15	Global SDS Training - General Hazardous Material Review	All Facilities		55
05/28/15	Keeping Safe & Healthy around Wildlife, Insects, Heat Stress, WPS - Worker Protection Standards	All Facilities		75
08/19/15	Driver Safety	All Facilities		65
11/18/15	Disaster Awareness/Preparedness	All Facilities		56
01/14/16	Holiday / Safety Training / Hearing Test	All Facilities	Starting at 6 am	42
03/02/16	CDL Refresher	CDL Drivers	Farm Shop 8 - 12 noon	29
03/16/16	Forklift - Power Ind Truck Training/Certification	Forklift Drivers		
03/30/16	Diggers Hotline	All Facilities		
06/01/16	Mowing, Trimming, Summer Safety, WPS	All Facilities		
08/11/16	Tractor Safety / History	All Facilities		49
11/15/16	Emergency Preparedness / Active Shooter Response	All Facilities		63