

Chancellor's University Safety Committee (CUSC) Meeting
Tuesday, May 16, 2017 - 3:00-4:00 p.m.
UNLPD Conference Room 300 N. 17th

AGENDA

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|--------------------------------------------------|--------------------|
| 1. Introductions & Welcome | Kyle Hansen |
| 2. Fiscal Year 2016-17 (3rd Qtr.) Injury/Illness | Yoko Smith |
| 3. Safety Audit Item Review | Betsy Howe |
| 4. Old Business | |
| A. Reports on progress: CUSC goal | Kyle Hansen |
| B. Reports on progress: Heads Up! campaign | |
| C. Other old business | |
| 5. New Business | |
| A. Emergency planning & preparedness update | Mark Robertson |
| B. Proposed meeting dates/locations FY 2017-18 | |
| C. Review/Revise CUSC goal | |
| D. Resource: Agronomy & Horticulture | Michael Livingston |
| E. Other new business | |
| 6. Adjourn | Kyle Hansen |

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

- July 18, 2017 (Injury/Illness & Safety Audit reports (April-June 2017))

Proposed Meetings for 2017-18

- September 19, 2017 OPEN FORUM Nebraska City Union
- November 21, 2017 (Injury/Illness & Safety Audit reports (July-September 2017))
- January 16, 2018 (Injury/Illness & Safety Audit reports (October-December 2017))
- March 20, 2018 OPEN FORUM Nebraska East Union (this is Spring Break – change to March 13 or 27?)
- May 15, 2018 (Injury/Illness & Safety Audit reports (January-March 2018))
- July 17, 2018 (Injury/Illness & Safety Audit reports (April-June 2018))

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
May 16, 2017 • 3:00 - 4:00 p.m.
UNLPD Conference Room

The meeting was convened by Chair, Kyle Hansen (Campus Rec). Attendees introduced themselves with their name, department and an upcoming summer plan.

Members: Brent Freeman (Nebraska Unions), Greg Turner (BSM), Mike Livingston (Agronomy & Horticulture), Jolene Deinert (Custodial Services), Jane Wemhoff (Housing Dining Services), Pat Dussault (Chemistry), Sara Frizzell (Research Compliance), Loren Swanson (Utilities) Mike Livingston (Agronomy & Horticulture), Nolan Golgert (College of Architecture), Alan Boldt (BSE), Casadi Johnson (UAAD), Gayle Schanou (Benefits/Risk Management, Whitney Fritzinger (VDC), Lisa King (UNOPA), Kim Phelps (University Services), Betsy Howe (EHS support), Yoko Smith (EHS support)

Attending via Adobe Connect: Andy Smriga (East Union Safety Committee), Jody Wood (Office of Institutional Equity & Compliance)

FY 2016-2017 (3rd Quarter) INJURY INCIDENT REPORT

There were sixty-six (66) First Reports of Injury (FRIs) received by EHS for injuries occurring between January 1 and March 31, 2017. Twenty-nine (29) or 44% were OSHA-Recordable, considered potentially more serious. Eleven (17%) 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 housekeeping incidents for review and discussion. Yoko reviewed a few examples of "housekeeping-related" injury incidents.

- Discussion on specific steps some areas are taking to mitigate such injuries included:
 - Providing lockers for personal items, either for staff or for student labs.
 - Pat Dussault indicated that with Hamilton Hall renovations, one change implemented is moving desks and cubbies out of immediate lab work areas.
 - Custodial Services is working to organize items within their work closets better, for example, hanging items not used daily to keep items handy but off the floor.
 - BSM workers are encouraged to organize their vehicles.
 - Custodial Services workers wear slip-resistant shoes.
 - Walk-off mats are located at building entrances to keep moisture off floors when it rains or snows.

- One member shared how they assumed responsibility for teaching others how NOT to conduct an operation, using their own injury incident as an example.
- Gayle Schanou stated that Risk Management is working hard to encourage all workers to report any injury or near miss to their supervisor immediately upon occurrence, even if they do not see a doctor. The number of trailing incidents is becoming concerning. For example, this past quarter there were eight instances of incidents occurring prior to January 1, 2017, one from as far back as June 2016. Gayle indicated there had been a report submitted for an incident four years ago from someone who no longer works for the university.
- Yoko pointed out the References provided at the bottom of her report that can serve as resources to improve workplace housekeeping toward the goal of reducing risks and avoiding injuries.

FY 2016-2017 (3rd Quarter) SAFETY AUDIT HIGHLIGHT

Safety audits are conducted of all spaces at UNL on a schedule, based on identified hazards and regulatory requirements. Listed were 31 buildings in which audits were conducted during the past quarter.

Betsy Howe provided information related to Housekeeping deficiencies:

- Excessive storage of ordinary combustibles presents a fire hazard. Only items needed for short term use should be kept on hand. Exit routes must not be obstructed. That includes walkways within the work area/laboratory, not just hallways and stair wells outside the immediate work area.
- In general, if you drop it, pick it up, no matter how small the item is. Maintain awareness of where you are walking and if you see an obstruction, remove it or report it. Configure rooms so cords do not cross walkways. But if there is no other option, use a cord cover available from office supply sources to mitigate the hazard.
- Regulatory references were provided as an additional informational resource not included in the Injury Incident section.

OLD BUSINESS

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."

Kyle Hansen indicated how encouraging and reminding student staff about documenting close calls and near misses is an ongoing process at Campus Recreation. Campus Rec discusses documentation in training and then continues to remind staff in meetings every 2-3 months about reporting near misses. These reminders serve to stress the importance of documentation for situations where CREC staff have to intervene as well as situations they observed but that did not require staff assistance/intervention.

***Heads Up!* Marketing Campaign**

Kyle noted that he will work with Tyler Thomas, Social Media and Content Manager, Office of University Communications, on a twitter message to go out closer to when classes start.

There was some discussion on purchasing yard signs and/or posters similar to those available through EHS. The amount available in the CUSC account is \$189.42. Posters cost approximately \$35/100. Yard signs cost approximately \$35 apiece. Jolene stated that she thinks there would be benefit of using both methods to raise awareness of distracted walking/biking/driving. Those traversing the areas on and around campus are both internal and external. No decisions were made on purchase or distribution of the items mentioned.

Betsy reported that work to add a *Heads Up!* section to the EHS website is in progress.

Betsy told the group that Brenda Osthus heard in a planning meeting recently that that the city will be putting up a flashing yellow light pedestrians/bicyclists can use to facilitate crossing Holdrege Street near Valentino's. This system will be similar to the flashing yellow light at the trail crossing on 33rd Street just north of Vine.

There was no other Old Business.

NEW BUSINESS

Emergency Planning & Preparedness Update

Mark Robertson was not able to attend this CUSC meeting due to a last minute conflict.

Proposed Meeting Dates/Locations

Betsy presented the suggested dates for the 2017-18 fiscal year meetings. All proposed meetings are still on the third Tuesday every two months with one exception. There was a brief discussion on an alternate date for the March Open Forum so the meeting would not occur over Spring Break. The group selected the Tuesday after break, March 27, 2018, as the alternate meeting date.

Betsy asked about location and those in attendance indicated the current set of locations was acceptable. Betsy will secure meeting rooms at the locations indicated, i.e., primary location the UNL Police Department Conference Room, Fall Open Forum at City Campus and Spring Open Forum at East Campus.

Once rooms are reserved Betsy will again send Outlook calendar invitations for the year's meetings. Meeting dates are within the CUSC area of the EHS website and on the UNL calendar.

Betsy, with the assistance of Mark Robertson and Brent Freeman and their IT departments, tested Adobe Connect from the regular meeting facilities. Moving forward those who need to attend remotely may attend via Adobe Connect. Adobe Connect allows for better sound than the phone bridge and is accessible via PC, Mac, tablet, or Smartphone (Droid or iOS).

Adobe Connect allows for document sharing, a feature not used during this meeting but a possibility moving forward. The only drawback is that two-way voice communication causes disruptive reverberation so remote attendees must mute their devices and communicate using the Chat feature.

Review/Revise CUSC Goal

The CUSC has had the same goal a few years so it is time to review that goal and explore the possibility of revising the goal entirely or in part. No attendees had suggestions. Kyle asked that all members think about the CUSC goal to discuss at the next meeting.

Safety Committee Resource: Agronomy & Horticulture

Michael Livingston, Lab Operations Manager, provided an onboarding document developed to aggregate "the basics" of safety in addition to some more general resources. The document Mike developed is shared with new faculty, staff, and graduate student as hard copy upon employment and is available ongoing through the departmental safety committee webpage. There are a number of other useful safety items such as building floor plans on the Safety Committee area of the Department of Agronomy and Horticulture website: <http://agronomy.unl.edu/safety>.

Betsy asked Committee members to consider an item they could share with their peers at future meetings. The resource does not need to be in PowerPoint format or even hard copy handouts such as today's presentation. The resource might be just a "tip" or brief suggestion of something that is helpful in your area or by use of your area's safety committee in promoting or supporting safe work practices, emergency procedures, etc.

There was no other New Business.

CLOSING REMARKS

The next meeting will be on July 18, 2017, from 3:00 – 4:00 p.m. at the UNL PD Conference Room 109. Chair Kyle Hansen adjourned the meeting at 3:50 p.m.

CUSC Workers Compensation Incident Report (Jan. – March 2017)

As of March 31, 2017, sixty-six (66) FRIs were received for injuries occurring between January 1 and March 31, 2017.

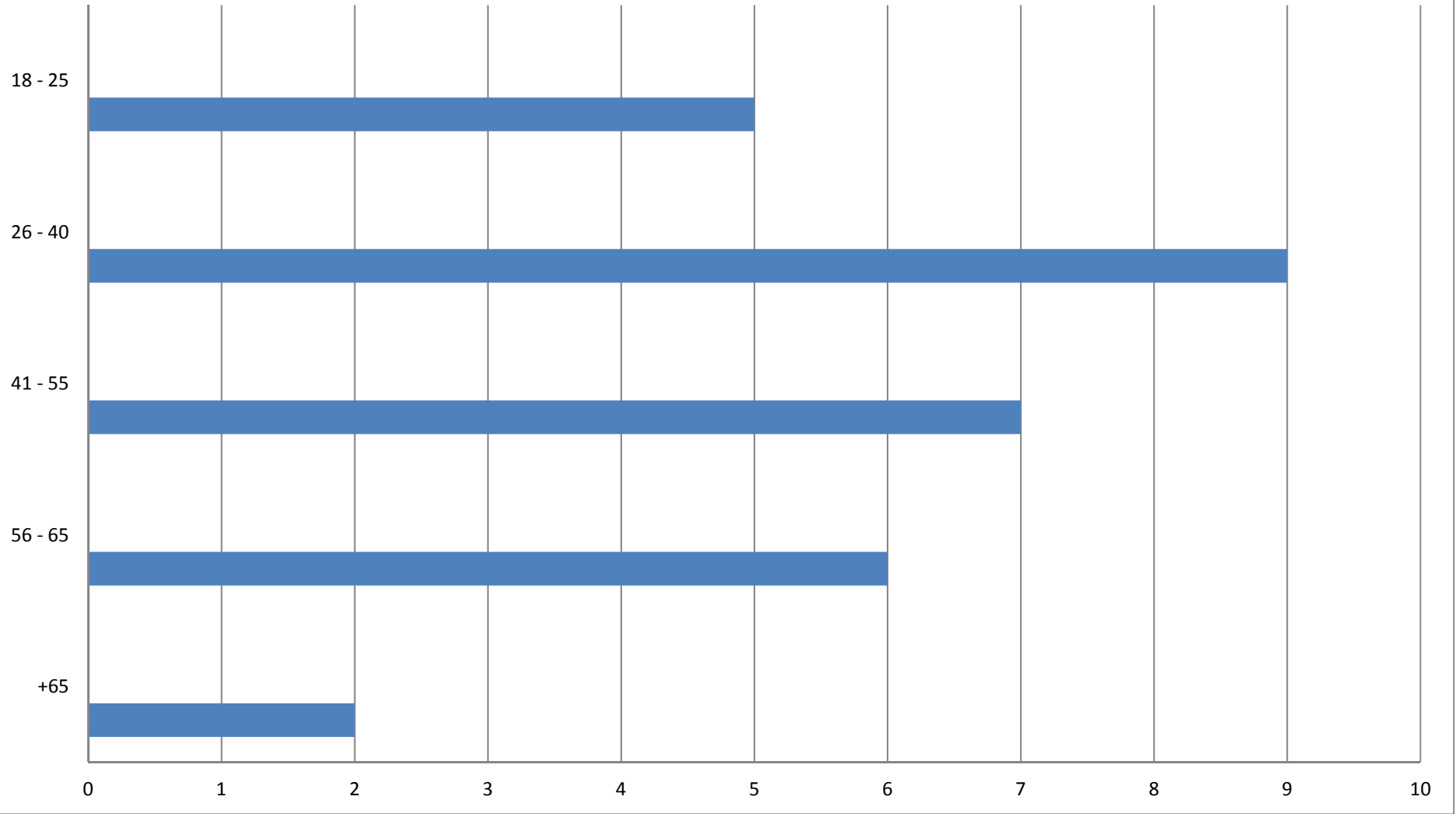
- Twenty-two (22) or 33 % were “report only” (no medical treatment sought).
- Fifteen (15) or 23 % were not OSHA-recordable, meaning they were minor in nature (requiring only one visit to clinic without prescription medication).
- Twenty-nine (29) or 44 % were classified as recordable, and are considered potentially more serious. Of those recordable incidents, eleven (11) or 17 % 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:

Eight (8) FRIs were received for injuries occurring prior to January 1, 2017:

- Four (4) was not OSHA-recordable, meaning only one treatment by a medical provider was needed and it was minor in nature.
- Four (4) was classified as OSHA-recordable, and is considered potentially more serious.
 - June 13, 2016 – Agronomy & Horticulture. An employee cut left hand while unplugging a sod plug cutter. The worker was not wearing gloves.
 - November 7, 2016 – Mathematics. An employee fell on stairs and fractured collarbone. The worker was not using handrails.
 - December 26, 2016 – USMARC. An employee lifted a 55-gallon barrel (weight about 100 pounds) and strained lower back.
 - December 28, 2016- Southeast REC. An employee tripped over a computer bag strap on the floor and fell. The worker cut left side of their head.

**Age (OSHA Recordable Cases)
Jan. - March 2017**



OSHA Recordable Incidents from January – March 2017 Event/Exposure by Worker Type

	Food Service	Retail	Building Maintenance	Shop/Mechanic	Laboratory	Custodial	Office	Agriculture/Landscape	Animal Handler	Sports/Coach	Material Handling	Construction	Public safety	Totals
Overexertion in lifting/carrying	1 (Deviation from protocol)							2 (Fatigue, engineering control not used)	1 (Fatigue/stress)		1 (Engineering control not used)			5
Overexertion in holding, carrying, etc.												1 (Inattention)		1
Repetitive Motion		1 (Fatigue/stress)												1
Fall		1 (Inattention)				1 (Weather condition)	3 (Weather condition, house-keeping)				1 (Deviation from protocol)		1 (Deviation from protocol)	7
Slip, trip, loss of balance without fall			2 (Weather condition, inattention)											2
Struck by /struck against			1 (Deviation from protocol)	3 (PPE available but not used, Engineering control available but not used)	2 (PPE not available)					1 (Inattention)				7
Caught in/ Crashed by					1 (Deviation from protocol)									1
Exposure to harmful substances	1 (Deviation from protocol)					2 (PPE available but not used, deviation from protocol)		1 (PPE – other)						4
Transportation related)									1 (Deviation from protocol)					1
Totals	2	2	3	3	3	3	3	3	2	1	2	1	1	29

Housekeeping

Simple actions could prevent serious injuries.

Examples

- Food service worker slipped on a paper clip on the floor and fell down. The employee fractured left arm.
- Food service worker tripped on a utensil tray that was not properly returned to the designated location. The worker sprained left wrist.
- Public safety worker's foot was caught on a fan cord in the security office. The employee fell and fractured left leg.
- Childcare worker tripped on a cord from a small backpack on the ground and fell on hands. The worker had a hairline fracture on right hand.
- Phone interviewer's foot caught the cord from the headset causing the interviewer to fall. The interviewer strained back and bruised left arm.
- Lab worker slipped on a cardboard sheet on the floor and fell. The worker had a concussion. The cardboard sheet was placed on the floor because the floor was wet.
- Extension worker tripped over a strap on the computer bag and fell. The worker hit the side of head on a chair and lacerated the left side of the head.
- Office worker did not realize their foot was tangled in computer cords. The worker stood up and fell because their foot was caught in the cords.
- Research worker was moving an electric motor (weight about 100 – 150 pounds) on a cart in a cluttered room. The motor rolled as the cart moved through the clutter. The employee tried to stabilize the motor with their hand and injured their finger.

Discussion

1. What does your department do to maintain good housekeeping?
2. Is your department organized and well-kept in general? Good housekeeping is possible even in an older building.
3. Are floors in your building/department dry? If not, what engineering controls (i.e. floor mats) are available to mitigate the hazardous conditions? Do workers repair leaking equipment promptly?
4. If a piece of equipment has a designated spot, are workers returning it to the right location?
5. Do workers in your department have a space to store personal items so they are out of floors/walkways?
6. Do workers know how to report unsafe conditions to the management?

Reference

EHS SOP "Slips, Trips, Falls – Reducing Risks and Avoiding Injuries" https://ehs.unl.edu/sop/s-slips_trips_falls.pdf

Canadian Centre for Occupational Health & Safety "Workplace Housekeeping – Basic Guide"

<https://www.ccohs.ca/oshanswers/hsprograms/house.html>

Middle Georgia State University "7- Good Housekeeping – Safety Training" https://www.mga.edu/risk-management/docs/environmental-services/safety-manual/general/info/Good_Housekeeping.pdf

Safety Audit Overview (January 1 – March 31, 2017)

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 past quarter areas within 31 buildings were audited:

Ag & Hort /Forestry Shop	Kiesselbach Crops Research Laboratory
Agricultural Warehouse No. 1	Leverton Hall
Agricultural Warehouse No. 2	Manter Hall
Animal Sciences Complex	Morrison Life Sciences Research Center
Baker Hall	Nebraska Hall
Beadle Center	Othmer Hall
Bio-Fiber Development Lab	Peter Kiewit Institute
Conservation & Survey Annex	Plant Pathology Greenhouse
Chase Hall	Plant Sciences Hall
East Stadium	Schorr Center
Fluid Cooler Building	Scott Engineering Center
Facilities Implement Building	Sheldon Museum of Art
Family Resource Center	Stewart Seed Lab
Hamilton Hall	Theodore Jorgensen Hall
Hazardous Materials Facility	Veterinary Clinical Skills Laboratory
Food Industry Complex	

Housekeeping

Poor housekeeping can be hazardous on several levels.

As a fire and life safety deficiency (OSHA 29CFR 1910 Subpart E App (Exit Routes, Emergency Action Plans, and Fire and NFPA 101):

Excessive storage of ordinary combustibles must not occur.

Large accumulations of waste paper or corrugated boxes, etc. can cause large fires or generate dense smoke and may be easily ignited by low level energy ignition sources.

Mitigation: Only keep on hand what you need for short term use. Additional paper/cardboard should be recycled or dispose.

Exit routes must be maintained unobstructed.

Storage of items in exit routes within a room, corridors, hallways, or stair towers can impede or prevent personnel from exiting if necessary to evacuate. The April 26, 2017, EHS Listserv reviewed the UNL policy regarding "Storage in Corridors, Stair Towers and Hallways" (http://ehs.unl.edu/lis_2017-04-26.pdf).

Mitigation: Be sure all workers are aware of the need to maintain clear exit pathways and diligently monitor that they remain clear.

As Slip/Trip/Fall Hazard: Walkways must be maintained free of slip/trip/fall hazards.

Cords or other items in or on walkways present a slip, trip and/or fall hazard.

Walking surfaces constructed for pedestrian usage include floors, ramps, walks, sidewalks, stair treads, parking lots, and similar paved areas that may be reasonably foreseeable as pedestrian paths.

According to the U.S. Department of Labor, slips, trips, and falls make up 15 percent of all accidental deaths a year, the second leading cause behind motor vehicles; about 25 percent of all injury claims per year; about 65 percent of all workdays lost.

In general, slips and trips occur due to a loss of traction between the shoe and the walking surface or an inadvertent contact with a fixed or moveable object, which may lead to a fall. There are a variety of situations that may cause slips, trips, and falls.

Mitigation: Good housekeeping practices are critical: If you drop it, pick it up, no matter how small the item. Control individual behavior. Maintain awareness of where you are walking. If you see something in your path, pick it up and put into its proper location. When carrying items or moving using a cart or dolly, ensure the intended pathway is clear before beginning the task.

Avoid creating obstacles in aisles and walkways: Configure rooms so cords do not cross walkways. If there is no other option, use a cord cover available from office supply sources. Keep personal items tucked out of the way of areas your feet or those of your co-workers might need to be.

Resources:

- Occupational Safety and Health Administration (OSHA) 29CFR 1910 Subpart E App: Means of Egress
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=10114
- National Fire Protection Association (NFPA) 101: Life Safety Code
<http://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards?mode=code&code=101>
- Reliable Plant: 6 guidelines to prevent workplace slips, trips and falls
<http://www.reliableplant.com/Read/27549/Prevent-slips-trips-falls>



AGRONOMY AND HORTICULTURE

Institute of Agriculture and Natural Resources

Safety Information

BE PREPARED

- **Fire**

Exit the building by the closest stairs, know other routes of escape. Elevators do not operate during fire alarm. Assemble as a group on the northeast side of the East Campus Union.

- **Tornado**

Take the nearest stairs to lowest, most interior, part of the building, stay away from outside windows and glass. Monitor local media hereafter for the “all clear” announcement.

Tornado drills are conducted the first Wednesday of each month from April

- **Active shooter**

Run Hide Fight, turn off lights, lock or barricade door, silence cellphone, remain silent.

For more info on the above subjects please see the Departments Emergency Action plan at the link provided. <http://agronomy.unl.edu/safety/EAPdistributed.pdf>

Upon employment or registration for classes you will receive warnings on your email account. If you would like to receive text alerts please go here and sign up for this service.

<https://login.unl.edu/cas/login?service=https://unlalert.unl.edu/unlalert/Login.aspx>

Be prepared and aware, in the field on the road or at home.

First Aid Kits are available throughout the building and in Department vehicles, know their location. AED's are located on second floor in Keim, and second and third floor of Plant Science, Stewart Seed Lab, and Kiesselbach. Attend training courses provide throughout the year on their use. See link for building maps with the location of these items.

http://agronomy.unl.edu/safety/PLSH%26KeimHall_SafetyMaps2016.pdf

Faculty Guidance for Incident Response

The UNL Police have created a printable guide for faculty with guidelines for action in an emergency response in a classroom situation. Please familiarize students with this plan that can be found here <http://emergency.unl.edu/doc/Faculty%20Guidance%20for%20Emergencies.pdf>

CHEMICAL SAFETY, LAB SAFETY, FIELD SAFETY

- Know the location of nearest eyewash station and emergency showers and how to operate.
- Know the location of the chemical spill kits in your area and know how to use them.
- Be familiar with the properties of the chemicals you are using and how to access SDS sheets.
- Wear the proper “Personal Protective Gear” for the task. Gloves, eye and hearing protection, closed-toed shoes, Etc. Receive proper training on equipment before using. Eliminate physical and chemical hazards by utilizing all safeguards and implementing engineering controls i.e. fume hoods, PTO shields.

A large number of SDS sheets are available at <http://www.sigmaldrich.com/site-level/special-forms/msds-request.html> A hard copy of reagents of concern can and should be kept with the chemical spill kit.

To dispose of Used/Spent chemicals, fill out the EHS Disposal tags that are available in 279 Plant Science. Mail the tags via campus mail to “EHS, East Campus, 0824” Personnel from EHS will pick up your items.

TRAINING

All employees are required to complete the following training Core-Injury and Illness Prevention Plan and Core-Emergency Preparedness.

These two trainings and additional training for specific tasks related to your job please can be found online. Please refer to the EHS “Training Needs” assessment page at http://ehs.unl.edu/Training_Needs_Assessment.pdf or other info call 402-472-4925

REPORTING ISSUES OR CONCERNS

Report Safety suggestions or concerns to Link <http://agronomy.unl.edu/safety> or call Mike Livingston at 402 472-5190

Report Building issues to one of our Building Maintenance Reporters linked below. During the day contact Annie Vance at 402 472-2811 (jvance25@unl.edu) or TJ McAndrew at 402 450-6360 http://fmo.unl.edu/bmr/lookup?field_building_tid=1183

Off hours/Emergencies ie gas smell, flooding please call the University Operator by dialing “0” or 402 472-3712