

**Chancellor's University Safety Committee (CUSC) Meeting**  
**Tuesday, July 18, 2017 - 3:00-4:00 p.m.**  
**UNLPD Conference Room 300 N. 17th**

**AGENDA**

- |  |                |
|--|----------------|
| 1. Introductions & Welcome                       | Kyle Hansen    |
| 2. Fiscal Year 2016-17 (4th Qtr.) Injury/Illness | Yoko Smith     |
| 3. Safety Audit Item Review                      | Betsy Howe     |
| 4. Old Business                                  |                |
| A. Reports on progress: CUSC goal                |                |
| B. Revise CUSC goal                              |                |
| C. Reports on progress: Heads Up! campaign       | Kyle Hansen    |
| D. Other old business                            |                |
| 5. New Business                                  |                |
| A. Emergency planning & preparedness update      | Mark Robertson |
| B. Review contact information                    | Betsy Howe     |
| C. Resource: ITS                                 | Tracy Grauer   |
| D. Other new business                            |                |
| 6. Adjourn                                       | Kyle Hansen    |

**Upcoming Meetings** (at UNLPD, 300 N. 17<sup>th</sup> St. unless otherwise specified):

- September 19, 2017 OPEN FORUM Nebraska City Union

**Proposed Meetings for 2017-18**

- November 21, 2017 (Injury/Illness & Safety Audit reports (July-September 2017))
- January 16, 2018 (Injury/Illness & Safety Audit reports (October-December 2017))
- March 27, 2018 OPEN FORUM Nebraska East Union
- 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**  
**July 18, 2017 • 3:00 - 4:00 p.m.**  
**UNLPD Conference Room**

The meeting was convened by Acting Chair Lynn Doser (Sheldon Museum of Art). Members present introduced themselves and Betsy Howe introduced those attending via Adobe Connect.

**Members:** John M. Re (BSM), Beth Whitaker (School of Biological Sciences), Eileen Bergt (Landscape Services), Mark Robertson (UPD Emergency Management), Jolene Deinert (Custodial Services), Loren Swanson (Utilities), Nolan Golgert (College of Architecture), Alan Boldt (BSE), Casadi Johnson (UAAD), Lisa King (UNOPA), Jane Wemhoff (Housing Dining), Kim Phelps (University Services), Betsy Howe (EHS support), Yoko Smith (EHS support)

**Attending via Adobe Connect:** Brent Freeman (Nebraska Unions), Whitney Fritzinger (VDC), Andy Suyker (SNR), Tamara Jackson-Ziems (Plant Pathology Safety Committee)

**FY 2016-2017 (4th Quarter) INJURY INCIDENT REPORT**

There were sixty-one (61) First Reports of Injury (FRIs) received by EHS for injuries occurring between April 1 and June 30, 2017. Twenty-two (27) or 44% were OSHA-Recordable, considered potentially more serious. Eight (13%) were lost time incidents that required employees to be off work, transferred to a different job, or have restricted duties. Quarterly reports listing OSHA-Recordable and Not OSHA-Recordable injury incidents were emailed to members for review prior to the meeting.

Yoko Smith pointed out that during this past quarter there were a larger number of injured workers in the age bracket 18-25, most likely due to a higher number of young workers hired for the summer. There were no questions about the OSHA-Recordable and Non OSHA-Recordable injuries during the fourth quarter.

Discussion focus was on injuries related to travel for research, conferences, or other reasons workers must work away from their regular worksite. The areas of investigation/discussion were:

- Automobile accidents (workers at fault)
- Exposure to pathogens
- Falls or trips due to unfamiliar environment

Yoko reminded the group about vector-borne diseases that can be a factor even in other parts of the United States. Yoko suggested that those working in other countries research hazards, in particular health hazards, of the country.

### **FY 2016-2017 (4th 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 33 buildings audited in full or in part during the past quarter.

Betsy Howe provided information related to Waste Management, a topic on which there were deficiencies across all areas:

- There are a number of everyday items, such as aerosol cans (even canned air), lithium ion batteries, and others, that are prohibited from trash cans and dumpsters and must be properly disposed of once spent/used or the item is no longer needed.
- Betsy asked members to review the Waste Management Safe Operating Procedures (URLs provided) and review any that may be applicable.
- Many buildings on campus have collection containers for aerosol cans, fluorescent lamps and non-alkaline batteries. These containers are labeled by EHS and must be kept closed. Those using such containers are asked to notify EHS if they notice a collection container is full/nearly full to avoid overfilling if someone has a quantity to of such items to subsequently add.
- EHS can provide information on locations of these collection containers and provide Hazardous Materials Collection Tags to labs or offices if no such container is available/accessible.
- Containers of used/spent chemicals should retain 3-inches of headspace in a one gallon containers and 2-inch in five gallon containers.
- Disposal methods, labeling requirements, and collection guidelines are all based on state and federal regulation.

Jane Wemhoff and Lynn Doser asked about disposal of Sterno containers as generally there is still a small amount of product in the can when it is “used up.” Betsy will follow up with them individually.

### **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.”*

None of the attending members had anything to report.

## **Revise CUSC Goal**

Discussion on revising/updating the CUSC goal that has been in place for two years was tabled until next meeting.

## **Reports on Progress: *Heads Up!* Marketing Campaign**

Betsy Howe reported that information helpful as a “marketing resource” to assist those wishing to actively promote the *Heads Up!* campaign is now available through the EHS website, accessed through the Safety Resources section on the red navigation bar. The types of material available are:

- Reminders. Short statements individuals can share with their peers.
- Discussion Questions: Short insightful questions to share within the work area, department, safety committee, etc.
- Resources. Additional information on hazards of distracted walking/bicycling/driving and mitigation strategies. Included are articles, videos, infographics, and more.
- Graphics Both JPG and PDF formats are available to print/email within your sphere of influence.

These resources are intended to be living documents. Members are asked to share any additional resources, all categories, and Betsy will add to the posted resources.

Mark Robertson informed the group that there are 70 different buildings on campus with digital signage. Digital signage in your area reaches a large number of occupants and visitors with relatively little effort. Consider posting Reminders or Discussion Questions, not just the graphics commissioned by the CUSC. If posting videos ensure the video is close-captioned.

There was no other Old Business.

## **NEW BUSINESS**

### **Emergency Planning & Preparedness Update**

Mark Robertson called attention to the recent road signage changes, including Stop signs, on 16<sup>th</sup> Street now that street has changed to two-way. UNL Police are stopping motorists who do not stop at all or come to a full stop at the newly installed Stop signs.

Mark reminded the group that UNL Police provides informative talks on “Situational Awareness.” These typically include the topics of weather, fire, violence, and related topics the department/area may request. The bottom line is “pay attention” and “take care of yourself first.”

## Review of Contact Information

A list of CUSC members with their contact information is posted on the EHS website to be available to the campus community. Betsy Howe reminded the group that annually there is a review of contact information. This year the update method will be by email. August 1, 2017, Betsy will send an email to the group with a Member List attached in PDF format. Members will be asked to review their own contact information and let Betsy know promptly of any changes/updates.

## Safety Committee Resource: Office of Information Technology Services

Tracy Grauer, UNL Operations Center Supervisor, showed the group a red folder containing departmental documents related to handling emergency situations. For this department that includes procedures for a smooth transition to the secondary operations area in case of evacuation to provide continuity of 24-hour service.

This photo illustrates their particular packet of documents, red for high visibility. A duplicate packet is posted at the exit of each operational area for quick retrieval when evacuation is necessary. In the high-stress situation of evacuation having such information readily accessible removes the necessity of anyone remembering what to do. It also provides on-site information for emergency responders.



Mark Robertson reminded the group of the *Building Emergency Action Template* available through the Emergency Planning and Preparedness website ([emergency.unl.edu](http://emergency.unl.edu)). This template is accessible under the "Faculty, Staff, & Departments" heading on the red navigation bar. Mark requested that this template, when completed, be submitted to the UNL Emergency Preparedness team

([preparedness@unl.edu](mailto:preparedness@unl.edu)) for inclusion in the UNL GIS system. That way information on hazards and contacts is available through the UNL Police.

### **Other New Business**

Betsy Howe informed the group that October 17, 2017, is the date for the 2017 Supplier Showcase. Members are requested to note that date on their calendars with an eye toward helping with the booth the CUSC traditionally provides.

Betsy also noted that the Fall Safety Colloquium date and topic had been set. Requests to assist with publicity will go out the first week of August. *Effective Use of Biosafety Cabinets*, presented by Brian Garrett, Labconco Product Manager, will be particularly informative for those who use, intend to use, or select and purchase biosafety cabinets.

### **CLOSING REMARKS**

The next meeting will be on September 19, 2017, from 3:00 – 4:00 p.m. at the Nebraska City Union. Acting Chair Lynn Doser adjourned the meeting at 3:50 p.m.



**EVACUATION  
DOCUMENTATION**

**PLEASE TAKE THESE FOLDERS WITH YOU**

*Please University Police of evacuation before you leave the building*

## CUSC Workers Compensation Incident Report (April – June 2017)

As of June 30, 2017, sixty-one (61) FRIs were received for injuries occurring between April 1 and June 30, 2017.

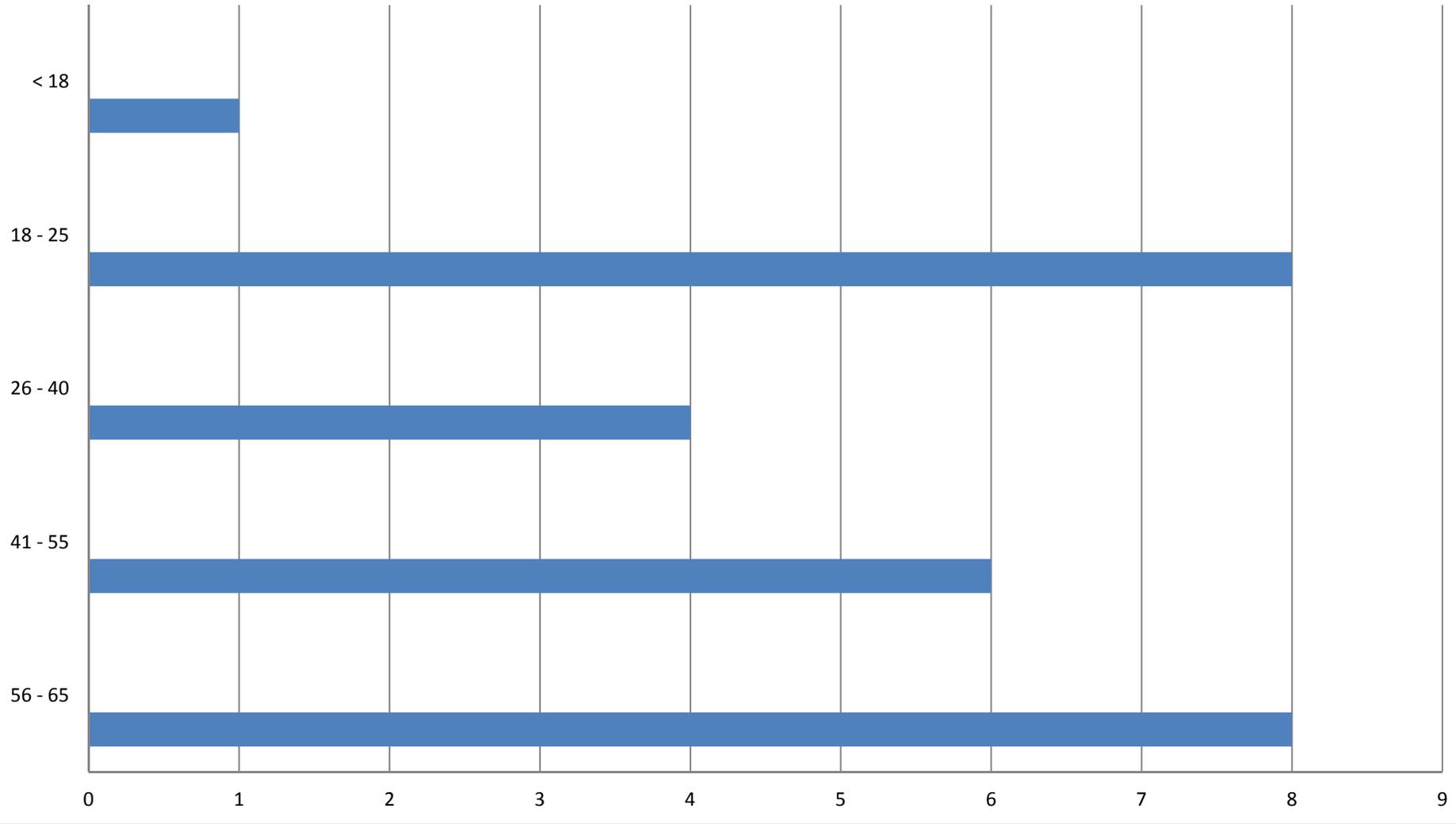
- Twenty-two (22) or 36 % were “report only” (no medical treatment sought).
- Twelve (12) or 20 % were not OSHA-recordable, meaning they were minor in nature (requiring only one visit to clinic without prescription medication).
- Twenty-seven (27) or 44 % were classified as recordable, and are considered potentially more serious. Of those recordable incidents, eight (8) or 13 % 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 April 1, 2017:

- Four (4) were not OSHA-recordable, meaning only one treatment by a medical provider or only first aid at work was needed and it was minor in nature.
- Five (5) were classified as OSHA-recordable, and are considered potentially more serious.
  - January 6, 2017. BSM. An employee suffered strained right shoulder while painting overhead.
  - January 25, 2017. NTV. An employee suffered stress fracture in the right foot after going up and down stairs during an emergency.
  - March 22, 2017. Central Administration. An employee reported right hand spasm and right shoulder tendonitis after lifting and carrying boxes during an office move.
  - March 31, 2017. Selleck Dining Services. An employee had painful right hand due to the repetitive nature of the job (i.e. using tools, cash registers, etc.)
  - March 31, 2017. USMARC. An employee jumped out of a utility vehicle while the vehicle was still moving. The employee hit shoulder on the vehicle door and tore muscles.

**Age (OSHA Recordable Cases)  
April - June 2017**



**OSHA Recordable Incidents from April - June 2017 Event/Exposure by Worker Type**

	Food Service	Child Care	Building Maintenance	Shop/Mechanic	Custodial	Lab	Office	Agriculture/Landscape	Animal Handler	Material Handling	Construction	Other	Totals
Overexertion in lifting/carrying			1 (Engineering control not available)	1 (Engineering control not available)				1 (Fatigue/stress)		1 (Engineering control not used)			4
Bending, climbing, crawling, reaching, twisting			2 (Inadequate procedure, deviation from protocol)										2
Repetitive motion	1 (Fatigue/stress)												1
Fall					2 (Weather conditions, equipment failure)	1 (Inattention)	2 (Unfamiliar surroundings, inattention)						5
Slips, trips without fall												1 (Weather conditions)	1
Walking								1 (Unable to identify)					1
Struck by /struck against	1 (Improper tool usage)		3 (Engineering control not used, improper tool usage, PPE not available)					2 (Engineering control not used, deviation from protocol)	1 (Improper tool usage)		1 (Inadequate procedure)		8
Caught in/ Crashed by								1 (Equipment defective)					1
Exposure to harmful substances					1 (PPE not used)								1
Transportation related)		1 (Inattention)					2 (Unable to identify)						3
<b>Totals</b>	<b>2</b>	<b>1</b>	<b>6</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>27</b>

## **Injuries/illnesses While Working away from regular work site**

Every year, a number of UNL employees travel for their duties for research purposes, student involvement, conferences, etc. Unfortunately some employees have injuries/illnesses during their trips. There are basically three types of incidents.

### **Automobile accidents (this list does not include automobile accidents caused by the other parties)**

- February 13, 2014. Animal Science. The employee's vehicle hit another vehicle that stopped to turn. The UNL employee fractured left arm.
- June 1, 2017. 4-H. Two student workers were traveling in an UNL vehicle when the driver tried to pass a slow truck and had a head-on collision. The driver fractured skull. The passenger lacerated the top of the head.

### **Exposure to pathogens**

- July 11, 2010. Southeast REC. An employee was visiting Costa Rica for work and contracted Giardia lamblia (parasite).
- March 23, 2011. School of Natural Resources. An employee traveled to Trinidad Tobago. The employee contracted Shigellosis from food or drink.
- August 3, 2014. Northeast REC. An employee contracted Shigellosis at a county fair while working with livestock, and developed Guillain-Barre Syndrome.
- March 28, 2016. School of Natural Resources. An employee contracted Histoplasma capsulatum from bats while in Puerto Rico.
- February 6, 2017. Agronomy. An employee had mosquito borne illness while in Puerto Rico.

### **Falls or trips due to unfamiliar environment**

- November 12, 2009. Southeast REC. An employee tripped on a curb and fell while on business trip. The employee fractured right arm.
- July 13, 2015. Nebraska Forest Service. An employee rolled right foot and sprained the ankle.
- May 22, 2017. Modern Language. An employee fractured right arm after falling in Berlin, Germany.

EHS has an SOP "Safety Training for Employees Who Are Assigned for Alternate Work Site" ([http://ehs.unl.edu/sop/s-training\\_alternate\\_worksites.pdf](http://ehs.unl.edu/sop/s-training_alternate_worksites.pdf)). Refer to this SOP for general preparation for working in alternate work sites.

University Health Center has Travel Clinic (<http://health.unl.edu/travel>) for students and employees who plan to visit foreign countries for research/business/student involvement. UHC also offer pre-travel consultation, inoculations and travel safety tips (<http://health.unl.edu/services/travel/safetytips>)

CDC has a web site to list health recommendations per country (<https://wwwnc.cdc.gov/travel/destinations/list>).

## Safety Audit Overview (April 1 – June 30, 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 33 buildings were audited:

Ag Hort Greenhouse 3	Insectary Building
Ag Hort Greenhouse 4	Keim Hall
Agricultural Warehouse No. 1	Kiesselbach Crops Research Laboratory
Architectural Hall East	Mabel Lee Hall
Architectural Hall West	Manter Hall
Beadle Center	Morrison Life Sciences Research Center
Behlen Laboratory	Nebraska East Union
Bessey Hall	Nebraska Hall
Brace Laboratory	Oldfather Hall
Chase Hall	Othmer Hall
Coliseum	Plant Pathology Greenhouse
Entomology	Plant Sciences Hall
Facilities Management C	Sapp Recreation Facility
Food Industry Complex	Scott Engineering Center
Food Innovation Center	Theodore Jorgensen Hall
Hardin Hall	Water Sciences Laboratory
Henzlik Hall	

### Waste Management (<http://ehs.unl.edu/sop/waste-management>)

Wastes must be appropriately containerized, labeled, dated and/or managed in all areas.

***Fluorescent lamps, ballasts, rechargeable/lithium ion batteries, aerosol cans, and a number of other everyday items must be properly disposed once spent/used/ready to discard. Regulations do not just apply to laboratory chemicals.***

When items are ready to dispose follow guidelines provided by EHS:

- Aerosol Can Collection (<http://ehs.unl.edu/sop/s-aerosol.pdf>)
- Battery Disposal (<http://ehs.unl.edu/sop/s-batterydisposal.pdf>)
- Computers, Electronic Equipment, and Smoke Detectors (<http://ehs.unl.edu/sop/s-electronic.pdf>)
- Disposal of Rags and Wipers ([http://ehs.unl.edu/sop/s-disposal\\_rags\\_wipers.pdf](http://ehs.unl.edu/sop/s-disposal_rags_wipers.pdf))
- Disposal of Office Items (<http://ehs.unl.edu/sop/s-ofc-waste.pdf>)
- Fluorescent and Other Non-Incandescent Lamps, Light Bulbs, and Ballasts (<http://ehs.unl.edu/sop/s-flotube.pdf>)
- Used Motor Oil and Filter Management & Disposal ([http://ehs.unl.edu/sop/s-used\\_oil\\_filter\\_disposal.pdf](http://ehs.unl.edu/sop/s-used_oil_filter_disposal.pdf))

Review the Items/Materials Prohibited from Trash Cans/Dumpsters SOP ([http://ehs.unl.edu/sop/s-dumpster\\_ban.pdf](http://ehs.unl.edu/sop/s-dumpster_ban.pdf)) to provide awareness for disposal of everyday items other than those specifically mentioned above.

Many buildings on campus have EHS collection containers for aerosol cans, fluorescent bulbs, and non-alkaline batteries. If you regularly dispose these items, familiarize yourself with the location of your building's collection containers by contacting EHS by phone (402-472-4925) or email (ehs@unl.edu). If an EHS collection container is not available and you have such items to dispose, use a Hazardous Material Collection Tag available from EHS to arrange an EHS pickup.

Refer to the Hazardous/Radioactive Materials Collection Procedures Safe Operating Procedure (SOP), ([http://ehs.unl.edu/sop/s-chem\\_collection\\_procedures.pdf](http://ehs.unl.edu/sop/s-chem_collection_procedures.pdf)).

Some chemicals may not be disposed by putting them down the sink and must be collected in containers compatible with the contents. Refer to the SOP, Sewer Disposal List (<http://ehs.unl.edu/sop/s-sewerdisp.pdf>).

Disposal of all items referenced in the SOPs listed is determined by federal and state regulation.

***Collection containers must be closed and labeled.***

When adding items/chemicals to a collection container be sure to replace the lid promptly. If disposing items into an EHS-provided collection container that is almost full, notify EHS of collection container type and specific location.

Do not overfill used/spent chemical collection containers in your laboratory. Leave 3 inches of headspace in one-gallon containers and 1 inch in five-gallon containers.

EHS-provided collection containers provided for selected items are properly labeled by EHS when provided. Chemical collection container labeling guidelines for individual laboratory used/spent chemicals are available within the Hazardous/Radioactive Material Collection Procedures SOP referenced above.

Disposal method and labeling requirements are determined by federal and state regulation.