

Chancellor's University Safety Committee
Quarterly Meeting
December 11, 2001; 1:30 pm
City Campus Union

Paul Harmon opened the meeting by introducing the Vendors that were present: Michelle Glukowski representing SKY Sales, Megan Molander representing Kimberly-Clark, Robert Luckey representing Miller Fall Protection a Bacou-Dalloz Company, Dick Berkholdt representing UVEX, and Pat Cockrill representing Fisher Safety. Pat supplied the cookies and soda.

Welcome – Jim Main, Assistant Vice Chancellor for Business and Finance. Jim Main thanked everyone for attending the meeting. Jim said in the past, people concentrated on the number of accidents and their associated costs in a reactive manner. In the past ten years the emphasis has changed to a proactive safety program. Jim thanked everyone for participating in promoting safety.

Jim reported that the number of incidences has dropped dramatically in the past few years. As medicals costs increased, workers compensation costs have increased as well. By reducing the number of incidences, UNL has been able to keep workers compensation costs from becoming unmanageable.

Jim shared his observation of the greater degree of safety awareness among UNL employees. Jim attributed that awareness to active Unit Safety Committees, the CUSC, and Environmental Health and Safety. He acknowledged that members volunteer their time to serve on committees and Jim thanked members for their commitment to safety. Jim thanked Paul Harmon for serving as chair on the CUSC. He also thanked Brenda Osthus for her leadership of EHS.

Jim said that until the leaders of perspective units take responsibilities for directing safety programs, UNL would never see the entire commitment to safety that is needed. Jim invited everyone to return to his or her individual units and ask their department heads to support safety in the workplace. Jim complimented Landscape Services (LS) in their efforts to reduce incidences and gave credit to LS workers, the safety committee, and the proactive attitude of LS unit leaders. Jim thanked the vendors for attending the meeting.

Recognition of Safety Committees – Paul Harmon gave a brief background on the CUSC. The committee meets quarterly to discuss safety concerns and to review incidence reports. Paul asked current CUSC members to stand and be acknowledged. Unit safety committee members were also recognized. Paul invited unit safety committees to submit safety concerns to the CUSC at any time. Paul encouraged people to join the CUSC.

Benefits Office – Greg Clayton, Director of Risk Management and Benefits. Greg explained that the University is self insured through the State of Nebraska for their workers compensation. The State hired third party administrator, Sedgewick Claims

Service, a few years ago. Sedgewick pays the claims and works directly with the Benefits Office to ensure that employee workers compensation needs are met.

The Benefits Office also works with individual UNL departments. For example, if an employee can return to work soon after an accident, but is only able to perform light duty, the Benefits office will help the department find appropriate work for that individual.

The Benefits Office and Sedgewick will contact the injured individual as well as EHS. Accidents are studied for trends, and then safety training or safety programs are initiated accordingly. The main goal is to provide a safe working environment for all employees.

The hard dollar costs for accidents last year added up to \$1, 236,000.00 In addition to these dollars, there are also costs associated with covering the work of an employee that may be out for a period of time. Greg encouraged everyone to return to his or her unit safety committees and emphasize that by reducing our workers compensation costs, all UNL employees will benefit.

Environmental Health and Safety – a Brenda Osthus, Director of Environmental Health and Safety (EHS) introduced the EHS staff in attendance: Tonya Bernadt - Waste Minimization Coordinator, Shannon Barratt - Training and Media Specialist, Jill Hyslop-Bohling - Safety Promotion Specialist, Nick Huser - Assistant Director of Occupational Safety, and Yoko Smith - Occupational Safety Specialist. Brenda invited everyone to look at the EHS website for additional information on staff and the services provided by EHS.

Brenda provided an overview of the groups within EHS and what each group processes yearly.

Radiation Safety

- 160 Quarterly surveys
- 550 Radiation workers
- 100 Authorized Users/Registrants
- 3,500 Dosimeters processed per year
- Process 2 tons of waste per year

Environmental Programs

- 7 permitted incinerators
- 18 CAFOs; potentially subject to permitting
- 15 tons of universal waste per year
- 25 to 30 tons of hazardous waste per year
- 15 tons of waste computers per year
- 20 to 25 tons of electronic waste per year
- 15 tons of special waste per year
- 1,500 gallons of fixer
- 1,500 gallons of used oil
- Approx. 24 spill responses per year

- Waste Minimization- 10 projects since 1998

Occupational Safety

- IAQ- 19 complaint buildings last FY
- Biosafety- 110 active protocols
- Accident Investigations/Tracking-400 per year
- Building design reviews
- Ergonomic Evaluations
- Inspections and Surveys 500+ locations per year
- Oversight of CDL and medical surveillance programs-25 drug tests per quarter; 200 physical per year

Training

- 3,000+ modules completed per year; 50% instructor-led, 50% web-based
- Safety Education-given to approximately 6 departments per year

Brenda introduced the new Virtual Manual offered by EHS. The Virtual Manual is an on-line safety manual that can be customized to fit the needs of an individual work location. Jill Hyslop-Bohling gave a live demonstration of the manual. The manual can be found at the EHS Web Site at <http://bifrost.unl.edu/ehs>, select Virtual Manual.

Benefits of the Virtual Manual include:

- One-stop shopping
- Automatic update feature
- Pulls together regulatory and how-to information
- Is tailored through an assessment tool
- Includes safe operating procedures
- Can be used as a training tool for supervisors; discussion at staff meetings
- Electronic or paper copy
- Ease of obtaining safety and regulatory information

Brenda introduced another new feature to the EHS website: Ergonomics. Shannon Barratt gave a live demonstration of Ergonomics web page. This information can be found on the EHS Web Site at <http://bifrost.unl.edu/ehs>, select Subject Index, and then Ergonomics. Ergonomic evaluations are performed by request. Contact EHS at 472-4925 or call Shannon Barratt at 472-0610.

The Ergonomic web site includes the following subjects:

- Office, Laboratory, Industrial, and Agricultural ergonomics
- Signs and symptoms
- Risk factors
- Back safety and stretching
- Proper set up of computer workstation
- Flyers, booklets, pamphlets, etc. available from EHS
- Ergonomic workstation evaluation

- Prevention

Brenda stated digital photography has been added to work area surveys. This innovation will make the work area surveys more descriptive. She announced that the next quarterly report will be distributed through the E-announcements and encouraged people to use the information the quarterly report provides to raise safety awareness within their own unit. In closing, Brenda invited everyone to fill out the Satisfaction Survey on the EHS web site.

Campus Police – Owen Yardley, Chief of Police, University Police Department. Chief Yardley noted that statistics show that the UNL campus is a safe place to work. He also stressed the importance of the campus population taking an active part in their own safety. He encouraged people to call the police if they see a suspicious person or event.

Chief Yardley discussed building security and encouraged people to contact the police when a stranger is discovered in your work area. It only takes eight seconds for a theft to occur so be aware of your surroundings. It is a good idea to lock rooms when they are not in use.

If you meet a stranger in your building

- Be non-confrontational
- Ask if he/she needs help
- Ask who they are looking for
- Ask the location they are trying to find

If a person has entered a building with the intent to steal something and you speak to them, they will probably leave immediately so as not to be identified. By asking open-ended questions you will be able to identify if the person is on legitimate business.

To help police decrease the number of thefts, please contact them if you see any of the following:

- A person walking through a parking lot casually looking into cars
- Someone trying door handles as they walk by cars
- Someone walking around a parking lot for an extended period of time
- Someone carrying tools such as bolt cutters (used to cut locks on bicycles)
- Someone moving quickly, then stopping near items such as cars, bicycles, or backpacks

It is important to report your observations in a timely manner. If you contact the police be prepared to give:

- A description of the suspicious person including clothing and any identifying physical features
- The direction of travel last taken by the suspicious person and/or description of car used and license plate number

Remember not to disturb any possible evidence where a crime has been committed.

Chief Yardley said the best means of crime prevention is to deter the opportunity for a crime. He listed the following methods of deterrence:

- Limit access to academic and research facilities
- Use of identification cards worn in plain view
- Increase the use of surveillance cameras

He shared some tips to increase personal safety

- Be aware of your surroundings
- Know where emergency phones are located
- Be aware of the level of lighting
- Be aware of other people around you
- If something seems suspicious, remove yourself from the situation, and call for assistance
- If possible carry a cell phone, pepper spray or an audible alarm in case of trouble

Chief Yardley noted that the Lincoln campuses are installing barriers to limit vehicle access to increase security. These barriers will not affect wheelchair or bicycle traffic, nor inhibit emergency response personnel. He also reviewed the Postal Services Suspicious Mail Poster. The poster is available through the US Postal web site.

Open Forum – Greg Clayton said that in April of this year the National Highway Safety Administration reported 15-passenger vans that were fully loaded were 40% more likely to rollover. Because these vans are less likely to rollover with ten or fewer passengers, the back seats have been removed from all University 15-passenger vans. Greg and Mike Cacak, Director of Transportation Services, are meeting with departments to discuss safe travel options. Information gathered from departmental meetings will be summarized and presented to the Vice Chancellor for Business and Finance. A final decision on the use of 15 passenger vans will be announced at a later date.

Closing Remarks – Paul reminded everyone that the CUSC meetings are held quarterly and are open to the public. Paul thanked the speakers for taking time to present at the meeting. Paul stressed the need for participation in the CUSC and invited people to join the committee. Interested parties should contact EHS at 472-5488. Information on the CUSC including: current members, meeting announcements, and past meeting minutes can be found on the EHS Web Site: <http://bifrost.unl.edu/ehs>

Paul Harmon thanked everyone for attending and encouraged people to visit the safety equipment booths and to enjoy the refreshments.

Meeting adjourned at 3:00 PM.