

Chancellor's University Safety Committee Meeting
Quarterly Meeting
April 17, 2007 • 3:00 p.m.
Osborne Athletic Complex

The meeting was called to order at 3:00 p.m. by Chairperson John Ingram.

Present: Mark Shepherd (EHS), Yoko Smith (EHS), Jeff Lamp on behalf of Jim Jackson (BSM), John Ingram (Athletics), Jane Wemhoff (Dining Services), Mary Lutz (University Health Center), Coleen Huls (Telecom), Larry Schmid (Custodial Services), and Dave Morgan (Biological Systems Engineering).

Introductions: John Ingram welcomed everyone to the meeting.

CUSC Employee Safety Fair: Mark Shepherd reported that the October 23, 2007, CUSC employee safety fair will occur in the Centennial Ballroom of City Campus Union, with training in the classrooms just off the ballroom. After the last meeting Betsy received a few suggestions for potential training sessions that day. The publicity poster from the 2005 CUSC Employee Safety Fair that lists previous training sessions was provided. Attending members made the following suggestions for training topics (names after the topic are those who suggested the items):

- AED presentation by Zoll (AED Manufacturer) – Dave Morgan
- Preventing Slips/Trips/Falls – Jane Wemhoff
- First aid training by UHC or Red Cross – Jane Wemhoff
- BIT Mobile, Extension Service vehicle containing computers, on-site and manned by EHS personnel. Attendees could complete EHS Web-based safety training with assistance available. – Dave Morgan
- Fire Extinguisher training (hands on training) – John Ingram
- Campus Security by UNL Police, particularly how to recognize suspicious behavior and how to respond.
- Emergency Procedures
- Poison Control – Dave Morgan. Dave stated Poison Control Center in Omaha would provide material, and possibly a speaker.
- Electrical Safety including GFI, use of extension cords, using electricity in wet areas such as kitchens, broken wall plates.
- NFPA diamond and what it means

Suggestions should be forwarded to Betsy Howe by May 1, 2007.

The preferred method for finalizing the details on the safety fair was discussed. It was decided to form a sub committee. Dave Morgan volunteered to be on the sub committee. Volunteers should contact Betsy Howe by May 1, 2007.

2007 INJURY/ILLNESS REPORT

Yoko Smith reported on accidents by department, types of accidents, and types of employees for the months of January through March 2007.

- Yoko noted the increased number of incidents caused by slips/trips/falls. There were 37 slips/trips/falls incidents which accounted for 49 percent of all reported incidents. Of 37 incidents, 12 were caused because of icy sidewalks or parking lots. Yoko stated EHS may initiate outreach efforts with certain departments to reduce slips/trips falls if this trend continued for the next quarter.
- Five high dollar injury incidents were highlighted for review. EHS has a new procedure to conduct on-site investigations of high cost incidents. Some incidents may be identified as high cost after the initial investigation. EHS will follow up on those incidents by visiting the incident sites or the departments at a later date.
- The percentage of student worker injuries is down this quarter.

SAFETY AUDITING AND UNIT SAFETY COMMITTEES

Mark Shepherd spoke about the Safety Audit Guidelines. Three guidelines have been posted on EHS web site: office, shop, and laboratory. More audit guidelines are being developed by EHS, which include warehouse, assembly (classrooms, auditorium, theaters, etc.), kitchen, and agriculture. Mark stated the agriculture check list is rather difficult to develop because there are many different aspects of agriculture such as livestock, grain management, crop development, etc. These guidelines should be used by departments to achieve safer workplaces.

Mark Shepherd also explained that each EHS safety specialist has been assigned to a few unit safety committees. Safety specialists will attend safety committee meetings, but will not run the meetings. There is a list of suggested activities that safety committees can use. Mark will present this list at the next CUSC meeting.

NEW BUSINESS

A question was raised about whether departments should report minor incidents that do not require medical attention. Jane Wemhoff stated Housing management encourages employees to report even minor injuries, which in turn makes the incident numbers for Housing the highest of all the departments. Housing may have a large number of incidents, but most of the incidents at Housing are not severe in nature. Yoko Smith stated that EHS encourages employees to report minor injuries even when no medical treatment is given. Jeff Lamp stated that BSM employees tend not to report minor incidents but that it may depend on the nature of the department.

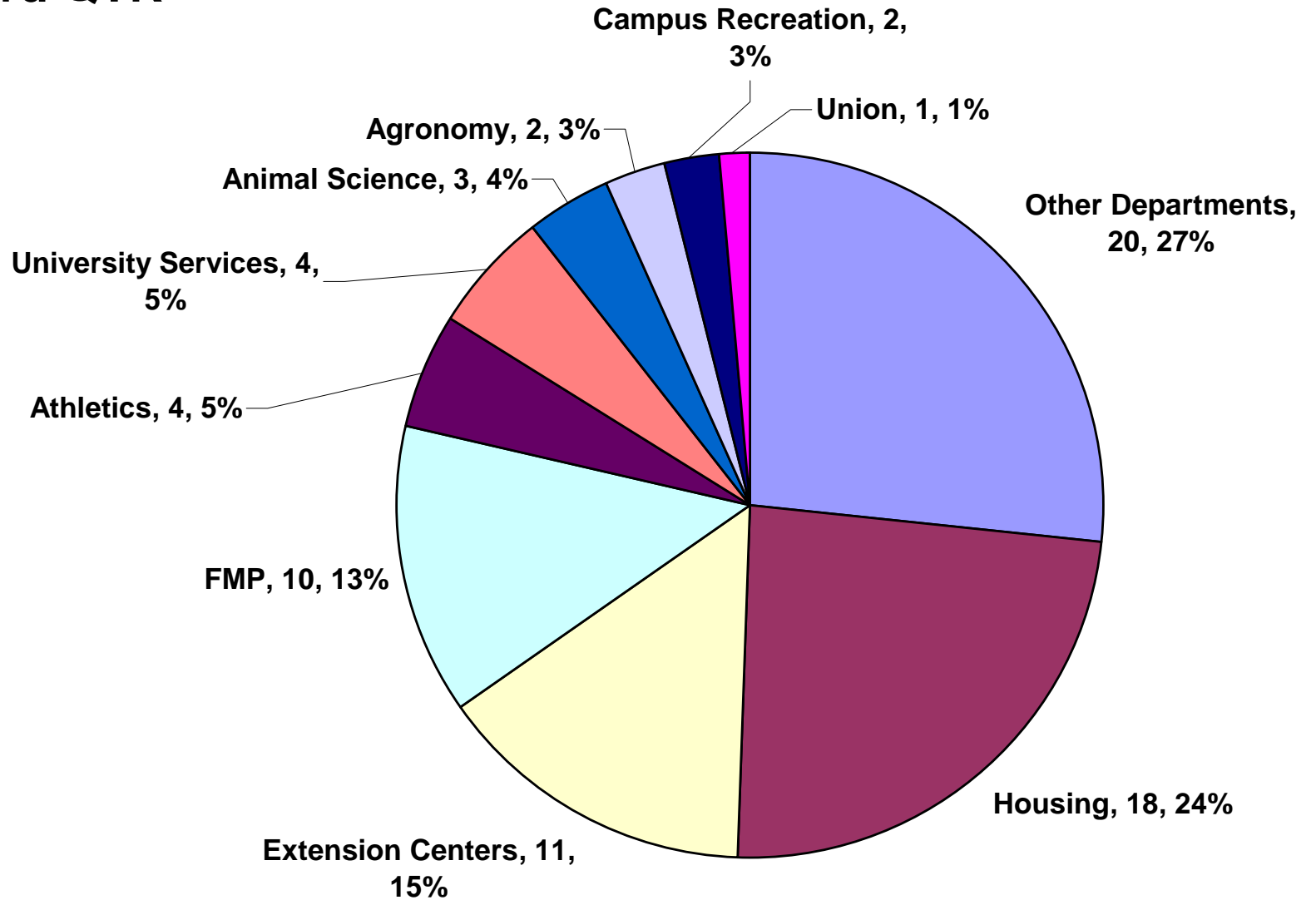
Dave Morgan talked about the need for a procedure for lethal force incidents such as the one that happened at Virginia Tech University. Communication between classrooms is poor in many buildings. For example, if an incident happens in one classroom, it is difficult for the users of other rooms to know that there is an emergency. Jeff Lamp stated BSM is reviewing emergency notification capabilities. Many buildings have voice communication systems throughout the buildings. It was agreed that it is hard to prevent incidents completely, but the University could establish ways to handle the situations to reduce/prevent casualty. Colleen Huls stated that when a similar incident occurred at UNL in 1992, Telecommunications was flooded with many emergency calls within minutes. UNL Police may have a campus wide policy on this issue. EHS will invite a representative from the UNL Police to the next CUSC meeting to facilitate further discussion.

Mark Shepherd expressed concern for easy access to hazardous chemicals and biohazard materials. A review of campus security for hazardous materials may be warranted.

CLOSING REMARKS

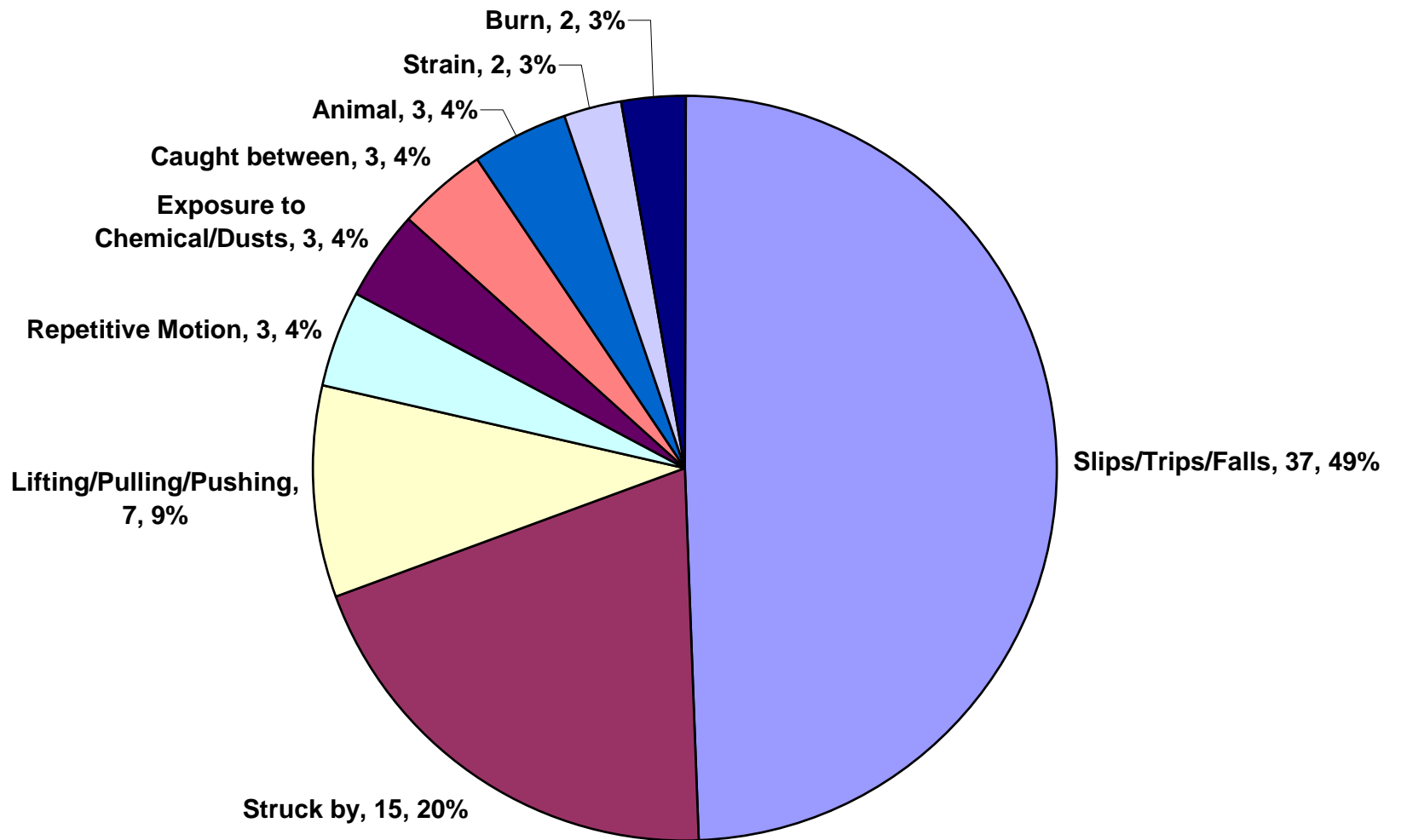
The next meeting will be held on Tuesday, July 17 2007, at 3:00 p.m. at the Osborne Athletic fourth floor conference room. The meeting was adjourned by Chair John Ingram at 4:10 p.m.

Incident by Department FY07 Third QTR

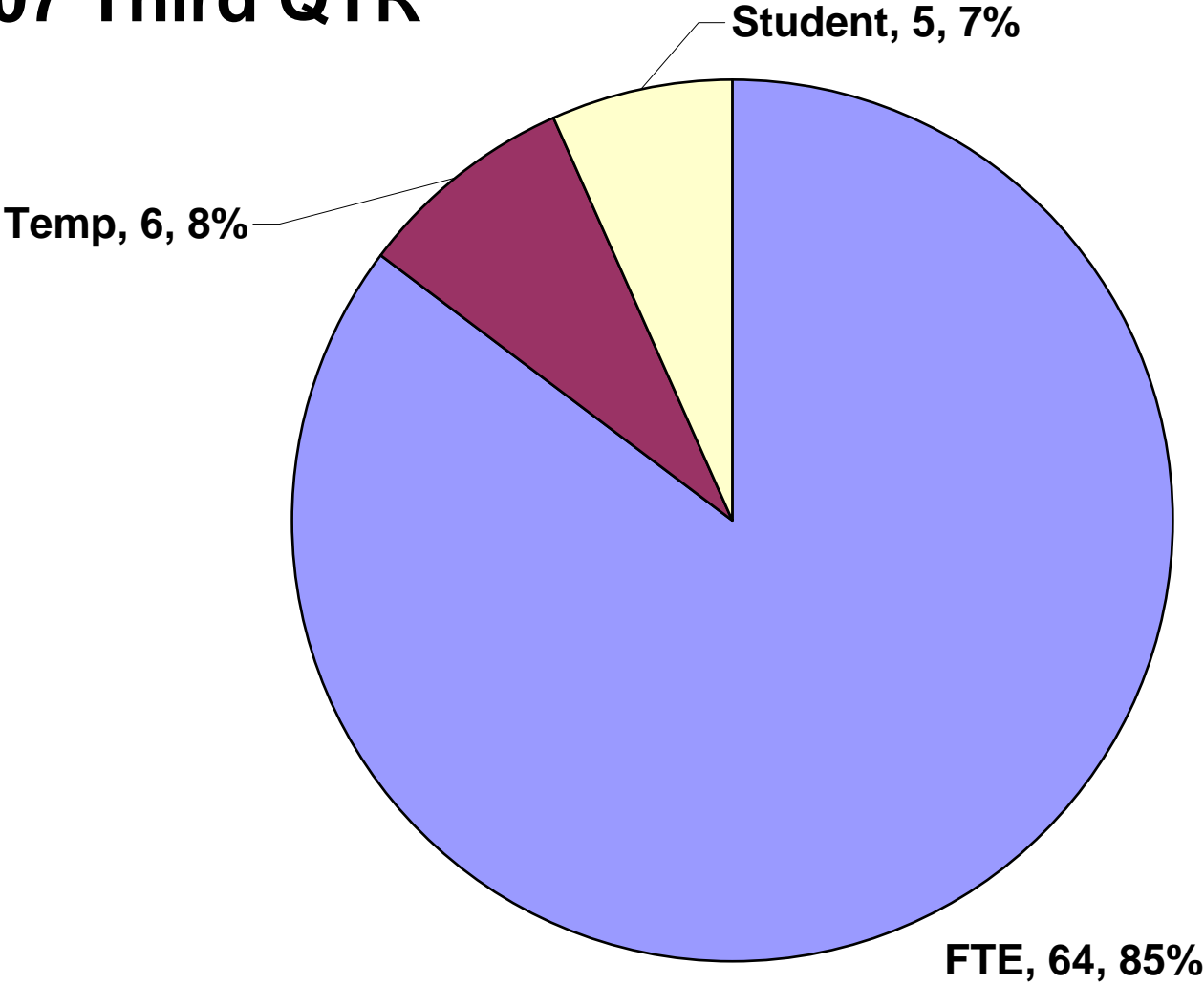


Incident by Causes

FY07 Third QTR



Employment Type FY07 Third QTR



Summary of High Cost Incidents

Department	Date of Incident	Description of the event	Root Cause Analysis	Corrective Action	Cost
Custodial Services	3/2/2007	Employee fell on steps and fractured their hip. The employee has been off work since the incident.	Facilities management employees left pipes in the area where the employee was working. The employee tripped over the pipes and hit their hip very hard.	The supervisor contacted Facilities Management immediately after the incident and notified that the pipes left in the area caused an employee injury. The pipes were removed.	\$159,418
Hewit Food Service	1/26/2007	Employee strained their right arm while pushing pans through the dish washing machine.	The beginning part of the dishwasher conveyer belt was broken at the time of the incident. The employee had to push cooking pans deeper into the dishwasher. The supervisor thought the employee might have used a wrong technique.	The supervisor told the employee to get help if the item was too heavy or difficult. The dishwasher was repaired.	\$30,929
Athletics	1/3/2007	Employee was removing traffic cones used to direct traffic at Devaney Sports Center. The employee fell from the van and hit their head on the pavement. The employee was taken to a hospital by ambulance and stayed hospitalized overnight.	The employee was working with other employees. They were collecting traffic cones off the street and put them in the back of the van. The van started to move before the employee had a chance to get up on the back of the van completely.	The supervisor stated they revised the procedure to pick up traffic cones. Employees must wait until everyone is completely in the vehicle before moving the van. The communication between the driver and the employees picking up the cones was improved. The supervisor notified the employees about the new	\$25,008

				procedure.	
Custodial Services	1/4/2007	The employee was mopping the floor at Woods Art Building and slipped twice. After the second fall, the supervisor called an ambulance. The employee probably slipped on the wet floor that they mopped.	The supervisor was not sure why the employee slipped twice. The supervisor suspected that the employee might not have been paying attention.	The supervisor discussed with the employee to be more careful.	\$20,350
Harper-Schramm Smith Food Service	02/22/07	Employee tripped on another employee's foot and fell. The employee hit their left shoulder and left knee on a grill.	The injured employee walked by another employee who was pushing a cart into a walk-in refrigerator. The injured employee was carrying a pan and probably could not see the other employee's foot.	The supervisor stated the employee needed to be more careful. This was communicated to the employee. Employees are to use a cart when taking any items in the kitchen. The department purchased more carts that were easy to use.	\$14,522

Incident Rates 2007 (Jan. Feb. Mar.)

Dept. Name	Hours Worked	# of Total Accidents	# of OSHA Recordable Accidents	# of Lost Time Accidents	Accident Rate (Includes all accidents)	OSHA Recordable Accident Rate	Lost Time Accident Rate*
Housing	394864.12	14	2	0	7.09	1.01	0.00
Facilities Management	314712.32	9	4	3	5.72	2.54	1.91
University Services	115750.24	5	2	1	8.64	3.46	1.73
Animal Science	87913.52	2	0	0	4.55	0.00	0.00
Extension Centers	395401.04	9	4	3	4.55	2.02	1.52
Student Union	72836.32	1	1	1	2.75	2.75	2.75
Agronomy/Horticulture	175940.40	1	1	0	1.14	1.14	0.00
Campus Recreation	64763.24	2	1	0	6.18	3.09	0.00
Athletics	224696.04	4	4	3	3.56	3.56	2.67
Other Units/Departments	3726435.40	18	8	2	0.97	0.43	0.11
Total Hours Worked	5573312.64	65	27	13	2.33	0.97	0.47

*Lost time accidents include lost work time accidents and accidents that caused workers to be on modified duties or to move to a different position.

Industry Average

Industry	Recordable case rate	Lost-time accident rate
Agricultural production - crops	6.2	3.5
Agricultural production - livestock	9	4.7
Construction: Special trade contractors	7.5	4.1
Eating and drinking places	4.6	1.6
Services to buildings	5.1	2.5
Colleges and universities	2.8	1.3