

**Chancellor's University Safety Committee Meeting**  
**Quarterly Meeting**  
**July 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), Betsy Howe (EHS), Jeff Lamp on behalf of Jim Jackson (BSM), John Ingram (Athletics), Larry Schmid (Custodial Services), Jeff Hohlen on behalf of Charlotte Evans (UNL PD), Jim Davis (presenter-UNL PD), Eileen Bergt (Landscape Services), Greg Clayton (Risk Management), Linsey Marshall (ASUN).

**Introductions:** John Ingram welcomed everyone to the meeting and introductions were completed.

**CUSC Employee Safety Fair:** The venue for the October 23, 2007 CUSC Employee Safety Fair vendor show was reported by Betsy to be the City Campus Union Centennial Room. Classrooms adjacent to the ballroom have been reserved for the various safety presentations and scheduled training sessions. A draft publicity poster that included the schedule of vendor presentations and training was provided for review. Betsy explained the rationale for both the suggested training and the schedule. Training sessions were designed to aid supervisors in their efforts to increase the awareness among employees for the need to use safe working practices. An adjustment to the proposed training schedule was made to better accommodate custodial services shift schedules.

A concern was voiced about the training sessions being 'product pitches.' The committee was assured that, while a number of the presenters are vendors, all presenters understand that the training sessions must be informational and not sales oriented.

Plans are still tentative for Safety Fair activities outside in the Union Plaza. It is hopeful the following will be available: the Bit Mobile, an Extension Services mobile computing lab to be used for Virtual Safety Manual development and training; and the State Fire Marshal's fire safety training trailer. Betsy was asked to check into having either the Highway Patrol rollover demonstration or wrecked car display also available that day.

Publicity materials will be distributed with the assistance of CUSC members and Safety Committee Chairs, as well as through campus-wide event notification avenues such as The Scarlet and UNL Announce email. The Athletics Department will provide the outdoor signage for the Safety Fair displays in the Union Plaza.

## **2007 INJURY/ILLNESS REPORT**

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

- Yoko noted that there were 296 injury incidents for fiscal year 2006/07, down from 400 approximately 4-5 years ago.

- The most frequently reported proximate cause categories for injury incidents was Slips/Trips/Falls (23%) followed by the following three categories: Struck By Moving Object (11%), Struck by Fixed Object (11%) and Handling Materials/Pushing/Lifting (11%).
- The increase in minor injuries among Housing Department employees may be related to the increase in renovation activities during the fourth quarter reporting period.
- There was a discussion about the top five high cost injuries. The table for those five injuries included the department names, the dates of the accidents, the description of the events, the root cause/investigation, and the estimated costs for the injuries.
- Injury illness rates at UNL are below the industry average (all universities).

## **EMERGENCY INCIDENT COMMUNICATION**

Jeff Hohlen and Jim Davis of the UNL Police Department spoke to the committee and answered questions concerning campus security operations and policies. The officers explained considerations used to determine the most efficient communication method to reach a maximum campus audience in the event of emergency.

The method selected as most far-reaching and easiest to administer was the Internet. The result is UNLAlert, an application developed by Information Services, University Communications, and the UNL Police, to provide scrolling information on a computer user's desktop once activated by UNL Police in an emergency situation. UNL Alert is available for download through the web site <http://emergency.unl.edu>.

Contingency plans exist for a variety of emergencies. For security reasons the specifics of these contingency plans are not shared with the public.

## **NEW BUSINESS**

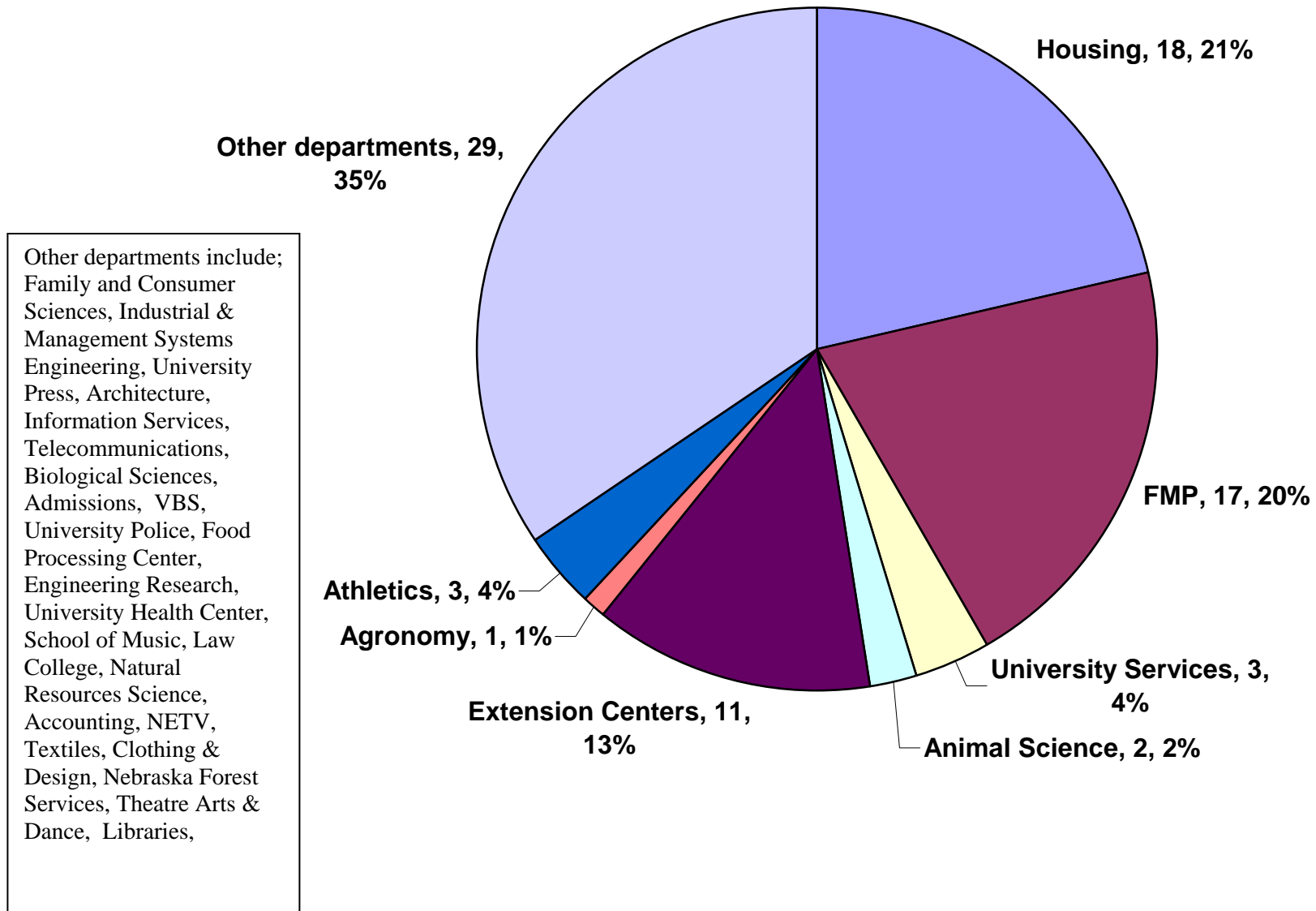
Mark Shepherd brought up the need for review of various Injury Illness and Prevention Program (IIPP) documents. The committee directed EHS to review documentation as needed and share any new or revised documentation with the committee.

The topic of comprehensive campus representation on the CUSC was raised. There currently is no provision for faculty or researcher representation. Mark Shepherd was assigned the task of approaching the Academic Senate and Office of Research about soliciting a CUSC representative from these areas for a one year initial commitment.

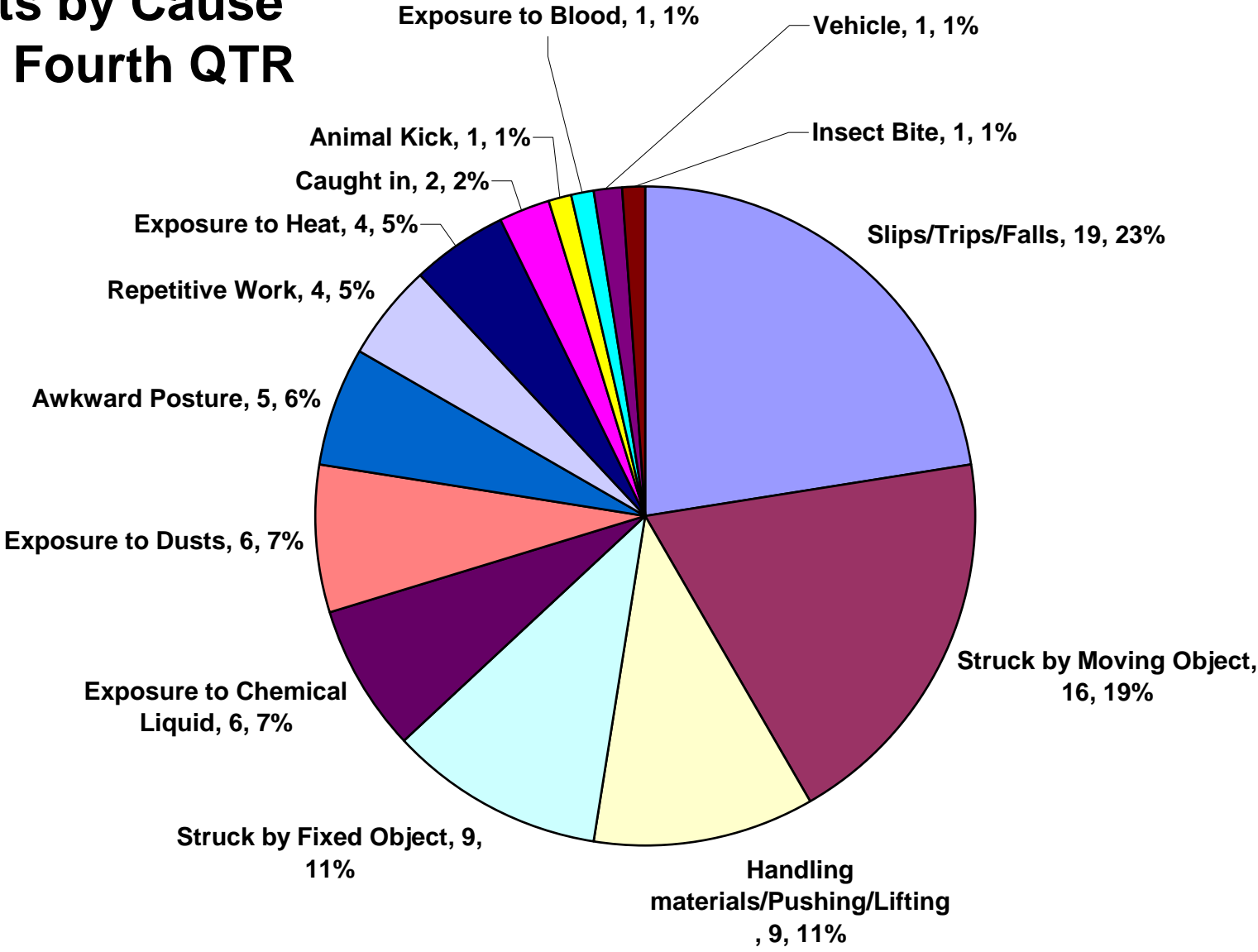
## **CLOSING REMARKS**

The next meeting will be held on Tuesday, October 16, 2007 at 3:00 p.m. in the Osborne Athletic Complex fourth floor conference room. At that time Betsy Howe will present a 2008 meeting schedule for committee approval. The meeting was adjourned by chair, John Ingram, at 3:50 pm.

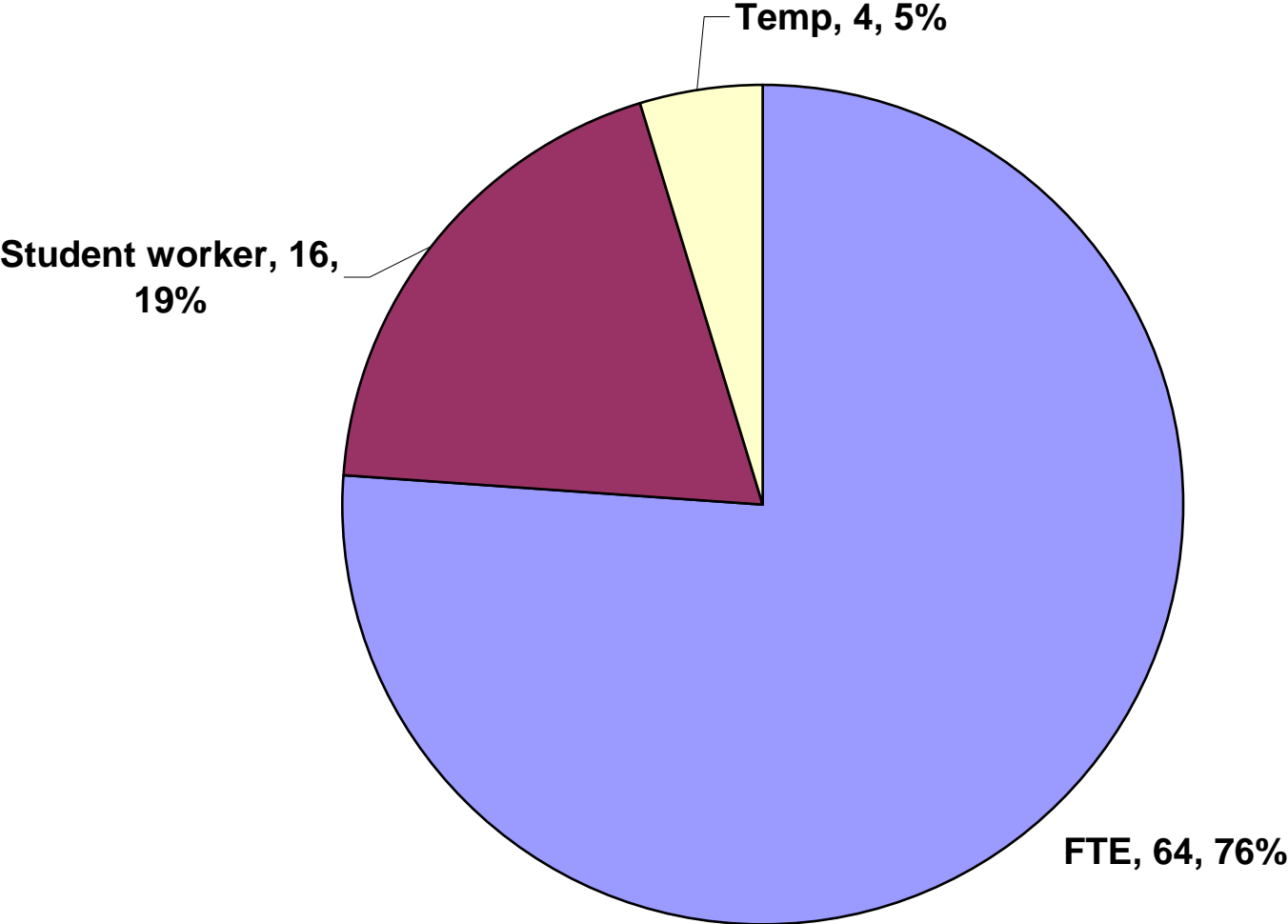
# Incidents by Department FY2007 4th QTR



# Incidents by Cause FY 2007 Fourth QTR



# Types of Employment FY2007 Fourth QTR



## List of High Cost Incidents

Department	Date of incident	Description of event	Investigation results	Estimated Cost
School of Music	4/26/07	Employee sprained their right knee while moving in a classroom. The employee tried to avoid hitting a table and moved in an awkward position.	The incident happened when the employee was seated at a desk observing a student teacher giving a presentation. When the employee got up and moved to the front of the room, the employee twisted their knee and immediately felt a sharp pain. The student desk was one that had a chair with a desk sleeve attached and it was not easy to get out of the desk. The employee did not think there was any way that they could have prevented the injury except for taking more time to stand up from the chair. EHS visited the classroom and noted no problem with the room and the chairs.	\$44,196.65
Athletics	4/9/07	Employee tripped on a scoop while cleaning a baseball dugout.	According to the supervisor, the employee liked to clean the baseball stadium after everyone left because it was easier to clean when no one is around. Other employees at the softball stadium did not know the employee was still at the baseball stadium and turned off the light remotely. The employee did not see the scoop and tripped over it. The employee had a previous injury to the same knee and this incident aggravated the old injury. The supervisor stated they communicated the incident to the employees who turned off the light remotely, so no one would turn off the light without making sure all employees had exited the stadium.	\$38,924.89
University Press	4/12/07	Employee claims to have pain in both hands because of repetitive nature of their duties.	Ergonomics specialist conducted ergonomics evaluations. Several recommendations were made to the employee. Examples of recommendations are: <ul style="list-style-type: none"> <li>• Adjust the heights of the desk and the chair to the employee.</li> <li>• Adjust the keyboard, the monitor and the mouse.</li> </ul>	\$14,000.00
Custodial Services	4/1/07	Employee started having a pain in their back while vacuum	The employee had a back injury in 2006 and had been on restricted duties since then. When this	\$9,833.50

		cleaning the floor. The employee just finished carrying trash bags to the dumpster.	incident happened, the employee was restricted to lifting up to 40 pounds. The supervisor stated that the garbage bags and the vacuum cleaner that the employee had to handle were less than 40 pounds. The supervisor stated that the employee might need permanent modification on their job duties through ADA office. The employee would be referred to ADA office by the department.	
Custodial Services	6/5/07	Employee was carrying a table when their foot was caught under a base bar, causing the employee to tumble forward.	<p>The employee was moving a rectangular desk with another employee so they could deep clean the carpet. The employee was carrying the front end of the desk, holding the desk to move facing forward. Another employee was carrying the other end of the desk, following the employee. The injured employee's leg was caught on the desk leg, causing the employee to lose balance and trip forward. The employee did a summersault and fell on their left shoulder. The desk was not a folding desk. The employee stated in the report they would pay more attention to what they were carrying. The supervisor stated the employees could move furniture into one side of the room and clean the empty side if they had multiple days to clean a room. It was not clear if they could have done so in this case.</p> <p>EHS asked if the employees could have carried the table side ways. The supervisor stated it was possible to carry the tables sideways in the room but the incident happened when the employees were taking the table out of the door. It is not possible to carry the table sideways through the door. EHS asked if it was safer for the employee to walk backward so there was less chance of getting their foot caught with the table leg. The supervisor stated it was possible if there was no trip hazard on the floor.</p>	\$4,400.00

**Incident Rate YTD (Jan, Feb. Mar., Apr., May, Jun.,)**

	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*
1	Housing	592296.18	33	3	0	11.14	1.01	0.00
2	Facilities Management	472068.48	24	11	5	10.17	4.66	2.12
3	University Services	173625.36	7	3	1	8.06	3.46	1.15
4	Animal Science	131870.28	4	2	0	6.07	3.03	0.00
5	Extension Centers	593101.56	19	6	3	6.41	2.02	1.01
6	Student Union	109254.48	1	1	1	1.83	1.83	1.83
7	Agronomy/Horticulture	263910.60	2	1	0	1.52	0.76	0.00
8	Campus Recreation	97144.86	2	1	0	4.12	2.06	0.00
9	Athletics	337044.06	5	5	3	2.97	2.97	1.78
10	Other Units/Departments	5589653.10	41	20	4	1.47	0.72	0.14
	Total Hours Worked	8359968.96	138	53	17	3.30	1.27	0.41

\*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.

Following are the rates for comparable industries in 2002. (Source: Bureau of Labor Statistics News)

OSHA does not keep records of all-accident rates.

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