

**Chancellor's University Safety Committee Meeting**  
**Quarterly Meeting**  
**January 27, 2009 • 3:00 p.m.**  
**Osborne Athletic Complex**

The meeting was convened by Larry Schmid. Attendees introduced themselves

**Present:** Christine Cary (UNOPA), Eileen Bergt (Landscape Services), Robin Whisman (Campus Rec), Greg Maguire (Housing), Jane Wemhoff (Housing-Dining Services), Dr. Roger Quiring (UHC), Coleen Huls (Telecommunications), Dave Morgan ((UAAD), Logan Dana (NEREC), Erin Marotz (Animal Science), Jeff Hohlen (UNLPD on behalf of Charlotte Evans), Scott McClure (ASUN), Betsy Howe (EHS), Yoko Smith (EHS)

**FY 2009 (2nd Quarter) INJURY/ILLNESS REPORT**

Yoko Smith reported injury incidents by department, types of accidents, and types of employees for the months of October through December 2008.

- 34% of incidents reported this quarter were the result of slips, trips and falls. 36% of incidents involved material handling, struck by or struck against.
- While it appears Housing has the largest percentage of incidents, supervisors state they report all injury incidents, no matter how minor.
- The top five high-cost injuries for the quarter were presented. This quarter's data only includes October and November cost estimates. Due to the change of Workmen's Comp administrator, December 2008 data was not yet available. The estimated costs this quarter were relatively low compared to previous quarters.
- Yoko reviewed the calendar year accident rates, incidents by department, incidents by cause and incidents by type of employment. OSHA recordable incidents are those that require more than first aid, for example, a prescription or a return doctor visit.
- The Animal Science Department data indicates a high rate of incidents. The Assistant Director, Occupational Health & Safety, is determining next steps.

Some departments are using old injury incident reporting forms. The latest forms are available online. Departments are encouraged to make sure they are using the most recent form for reporting injury incidents.

**OLD BUSINESS**

**Automatic External Defibrillators**

- Larry Schmid informed the group that Environmental Health & Safety (EHS) had an excellent Safe Operating Procedure (SOP) available through their web site.
- The suggestion was made that an e-news item might serve as a reminder to the campus community to check on routine AED maintenance. Yoko Smith was assigned to check on whether EHS could provide such an item for e-news.
- Committee members were reminded that EHS provides listserv emails twice a month. This is an existing method to disseminate a reminder to the campus community who subscribe.

## CUSC Member Categorization, Terms, Recruitment

- An excel spreadsheet based on the September 2008 update to Chancellor's University Safety Committee operating procedure was provided for review. The spreadsheet includes the following for each member: Member Category (Administration or Faculty/Staff), Department/Function, Appointment Date, Term End Date, Member Name, Member Phone, and Member Campus Address.
- The chair suggested that all current members try to recruit someone else from their department/facility, since most members had served beyond the suggested 2-year term.
- The chair requested members to think of areas not currently represented on the CUSC that should be, so additional members might be recruited to fill out CUSC membership rolls.

## **NEW BUSINESS**

### Open Forum for Campus Community

- The April 21 regular meeting will again include an open forum. Betsy Howe was directed to enter the Open Forum CUSC meeting onto the UNL calendar.
- The location of the last Open Forum meeting was East Campus. The next Open Forum meeting will be held on City Campus. Betsy was directed to secure a room at the Nebraska Union. Location will alternate for the convenience of the campus community.
- For this Open Forum meeting, there will be no requirement for potential attendees to pre-register.

### 2009 Employee Safety Fair

- The committee voted to again have an Employee Safety Fair, as they have every two years.
- The proposed dates are over Fall Break, October 19-20, 2009.
- The suggestion was made to look into how the CUSC could come up with funding for this event. In the past EHS has solicited vendor donations to pay expenses, or paid selected expenses itself. Suggestions presented: grant proposal, solicit from various departments on campus, ask for financial support for the Chancellor's Office or the campus-wide Wellness Committee.
- At the next meeting a committee comprised of CUSC members will be formed to work on financing, proposed topics, publicity, securing volunteer help the day of the Fair, and any other necessary tasks.
- Committee members were encouraged to send suggested training topics & potential providers of that topic to Betsy Howe to compile for review and selection at the April meeting.
- Betsy Howe was directed to provide for next meeting a recap, lessons learned, and suggestions that arose from the 2007 Employee Safety Fair.
- Publicity possibilities were briefly discussed. Betsy Howe was directed to find out the cost of advertising this event in the Daily Nebraskan before the next regular meeting.

### Employee Training Needs Assessment

- In the absence of Mark Shepherd, Betsy Howe provided the EHS-developed Employee Training Needs Assessment document that assists departments, supervisors and employees to determine what training is required for the employee, based on hazards of the tasks assigned.

- The document provided is available on the EHS web site. Online and classroom training offered through EHS to meet employee training needs is listed on the EHS web site, with classroom training dates updated quarterly. A sample quarterly training calendar was distributed to illustrate.
- EHS, in collaboration with the Office of Research, has been providing a Laboratory Safety Colloquium each semester since September 2005. Information on the February 11, 2009, colloquium was provided.
- There was a question posed about how long training records are to be kept. The committee was informed that the recordkeeping requirement depends on the training and is determined by the underlying regulation. For courses provided by EHS, EHS keeps training records indefinitely.

#### 12th Street Water Main Replacement Project

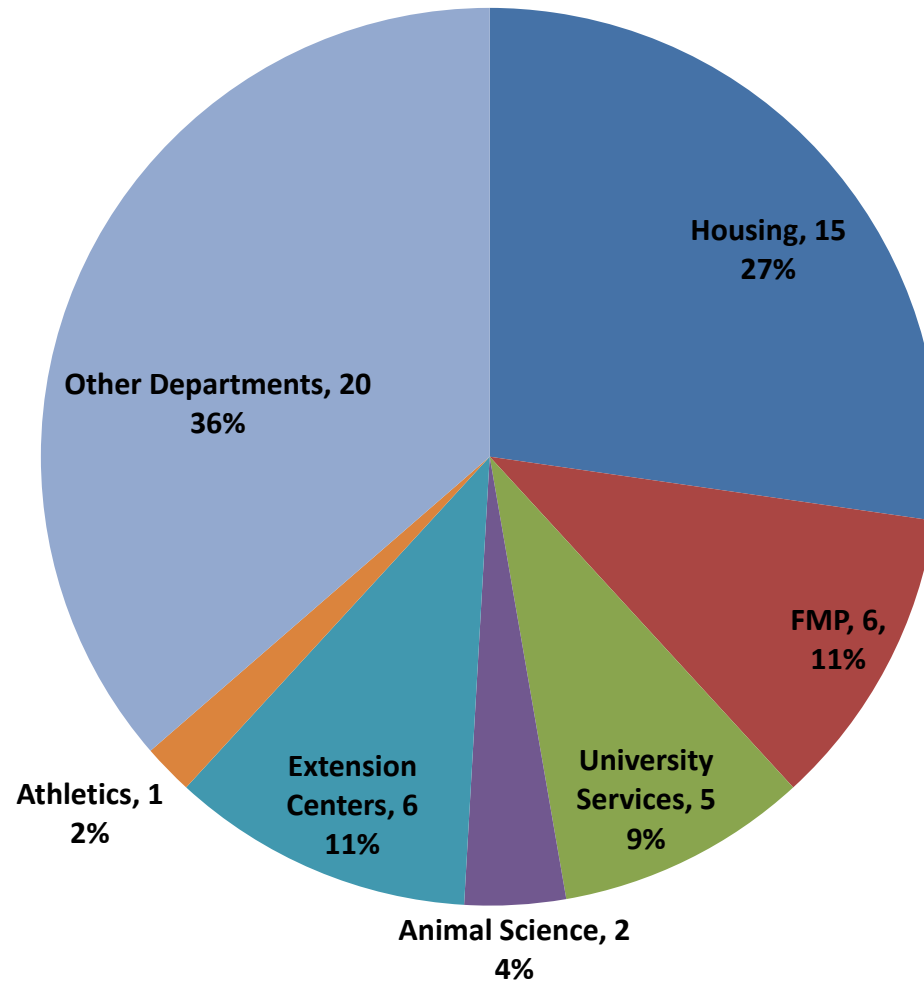
- Eileen Bergt provided a map of this project, which is slated to begin the day after spring commencement and be completed before classes begin in fall 2009.
- Dining Services asked about water outages. Eileen said there would be specific water outages. It is her understanding the contractor selected would communicate such outages as they were to occur.

#### **CLOSING REMARKS**

The next meeting will be held April 21, 2009, at the Nebraska Union, room to be posted day of the meeting.

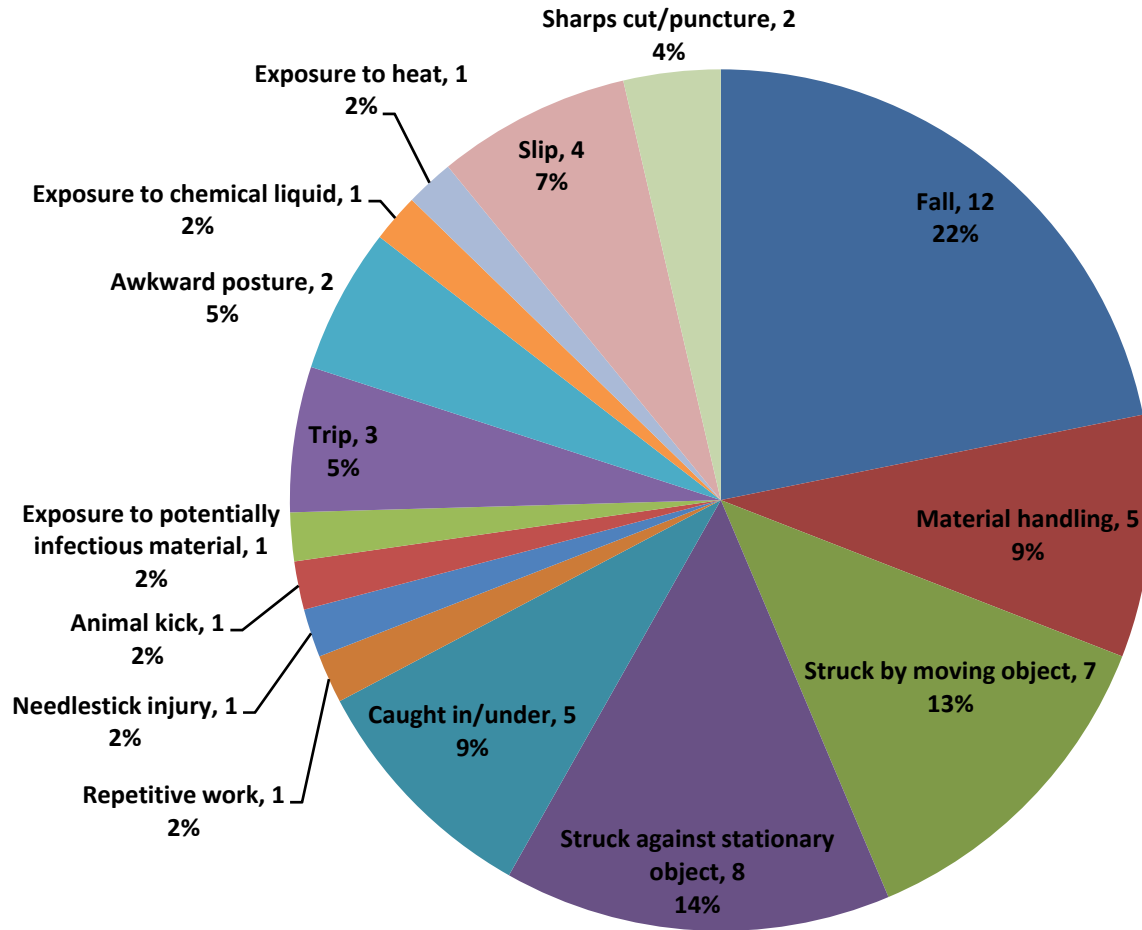
The meeting was adjourned by Chair Larry Schmid.

# Incident by Departments FY09 Second QTR

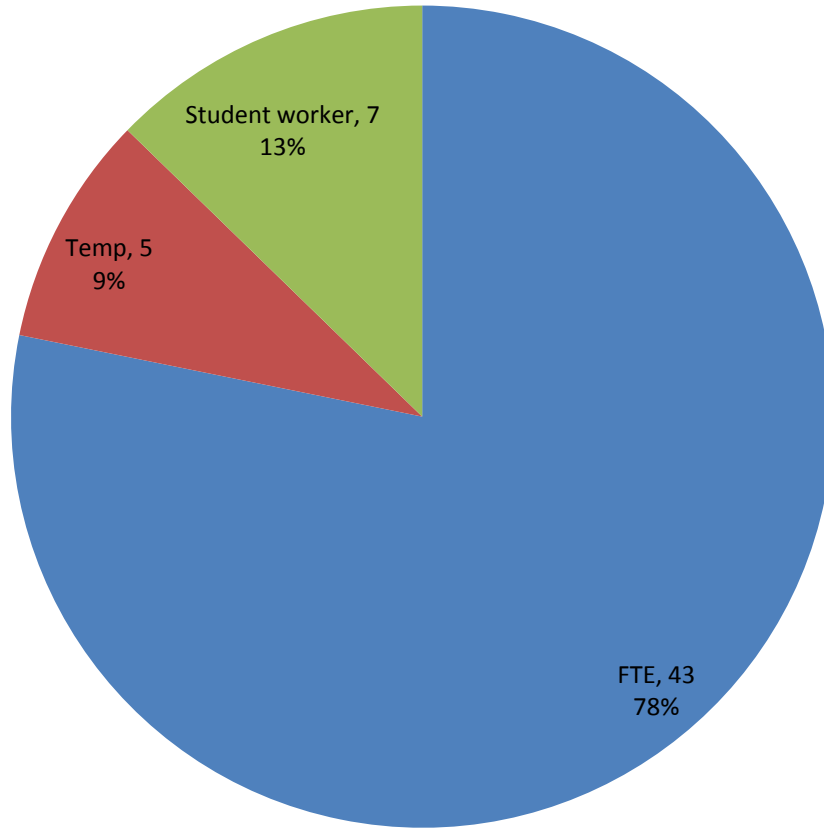


Other departments include;  
NE Research Business Center,  
University Police, Physics and  
Astronomy, Veterinary &  
Biomedical Sciences, Biological  
Sciences, University Health  
Center, Lied Center, NETV, Civil  
Engineering, Business  
Administration General,  
Architectural Engineering,  
Johnny Carson School of  
Theatre and Film, Food Science  
and Technology, Information  
Services Computing, Psychology

# Incident by Causes FY09 Second QTR



# Type of Employment FY09 Second QTR



**Incident Rate 2008 YTD (Jan, Feb. Mar. Apr. May, Jun. Jul. Aug. Sept., Oct, Nov, Dec)**

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	1184592.36	64	15	6	10.81	2.53	1.01
Facilities Management	944136.96	35	14	8	7.41	2.97	1.69
University Services	347250.72	8	4	2	4.61	2.30	1.15
Animal Science	263740.56	14	7	2	10.62	5.31	1.52
Extension Centers	1186203.12	27	12	6	4.55	2.02	1.01
Student Union	218508.96	3	0	0	2.75	0.00	0.00
Agronomy/Horticulture	527821.20	3	3	1	1.14	1.14	0.38
Campus Recreation	194289.72	3	1	1	3.09	1.03	1.03
Athletics	674088.12	5	2	1	1.48	0.59	0.30
Other Units/Departments	11179306.20	89	34	15	1.59	0.61	0.27
Total Hours Worked	16719937.92	251	92	42	3.00	1.10	0.50

\*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.  
 Rate=(Number of incident X 200,000)/Hours worked

Following are the rates for comparable industries in 2006. (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	5.8	3.1
Agricultural production - livestock	8.1	3.9
Building Equipment Contractors (electrical, plumbing, etc)	6.4	3.1
Food Service and drinking places	4.2	1.4
Services to buildings	4.5	2.7
Colleges and universities	2.5	1

## Summary of High Cost Incidents (October and November 2008)

Department	Date of Incident	Description of Event	Investigation and Corrective Action	Estimated Cost
NETV	10/29/08	Employee was lifting heavy electronic equipment and felt a pain in their lower back.	The employee lifted equipment estimated to weigh 70 to 80 pounds. The equipment was too small to use a forklift or pallet jack. The employee stated in future they would get help when they have to lift this equipment.	\$2,250.00
Selleck Food Services	10/27/08	Employee slipped and fell at Selleck Dining Services. The employee dislocated their left shoulder.	A custodian was mopping the floor as the employee was removing a pan from the pizza area. The wet floor sign was up. The employee slipped and hit their left shoulder on the counter. The supervisor stated the employee needed to slow down and be more careful.	\$2,250.00
Transportation Services	10/3/08	Employee hit a guard rail with their left knee. The knee became swollen and bruised.	The department was preparing for the vehicle auction. The injured employee was covering another shift due to absences. The employee stated that fatigue was the factor. The guard rail was painted red for more visibility. The supervisor stated the employee needed to be more careful.	\$1,950.00
Lied Center	10/20/08	Employee was moving a lighting cart and hit a ceiling access panel, causing it to fall and hit the employee.	The panel fell and hit the employee's head. The employee stated they would keep the access panels closed when not actually being worked on.	\$1,800.00
University Police	11/13/08	Employee fell while apprehending a suspect, resulting in a sprained left wrist.	The suspect was resisting arrest. The employee's left wrist was bent in an awkward way. The supervisor stated the employee takes annual training on safe apprehension technique.	\$1,725.00