Chancellor’s University Safety Committee (CUSC) Meeting
Tuesday, May 20, 2014
3:00-4:00 p.m.
UNLPD  300 N. 17th
Call-in @ 2:50 p.m.: (888) 820-1398, Code 3646181#
(*0=operator help, *6=mute/unmute own line)

AGENDA

1. Introductions  Beth Whitaker

2. Fiscal Year 2013-14 (3rd Qtr.) Injury/Illness  Yoko Smith

3. Fiscal Year 2013-14 (3rd Qtr.) Safety Audit  Betsy Howe

4. Old Business
   A. Emergency Planning update  Mark Robertson
   B. April 10th Ready Campus Event  Betsy Howe
   C. April 24th Campus Safety Walk  Jeff Hohlen
   D. Progress toward goals (by all attendees)
   E. Other old business

5. New Business
   A. Welcome Safety Committees representatives  Beth Whitaker
      i. Resource: Mini PowerPoint Shows  Betsy Howe
   B. Other new business

6. Adjourn  Beth Whitaker

Upcoming Meetings (at UNLPD, 300 N. 17th, unless otherwise noted):
- July 15, 2014  (Injury/Illness & Safety Audit reports Apr-Jun 2014)
- September 16, 2014  OPEN FORUM  Nebraska City Union
- November 18, 2014  (Injury/Illness & Safety Audit reports (July-September 2014)
- January 20, 2015  (Injury/Illness & Safety Audit reports (October-December 2014)
- March 17, 2015  OPEN FORUM  Nebraska East Union
- May 19, 2015  (Injury/Illness & Safety Audit reports (January-March 2015)

Goal FY 2013-14:

To help foster UNL employee awareness of the individual’s role in their own personal safety, that of their co-workers, and safety/injury prevention in general at UNL. To foster completion of safety training by UNL employees, using the EHS Employee Training Needs Assessment, as a first step.
The meeting was convened by Chair, Beth Whitaker (School of Biological Sciences). Attendees introduced themselves.

**Members:** Greg Maguire (Housing), Lynn Doser (Sheldon), Eileen Bergt (Landscape Services), Greg Turner (BSM), Rhett Zeplin (Utilities), Chanell Carpenter (UHC), Deb Pearson (Libraries), Larry Schmid (Custodial Services), Jane Wemhoff (Housing Dining), Kathy Bennetch (UNOPA), Brenda Osthus (EHS), Yoko Smith (EHS support), Betsy Howe (EHS administrative support).

**Safety Committee Chairs (Attending Remotely):** Cheryl Dunbar (ARDC), Tamra Jackson-Ziems (Plant Pathology), Denise Zinniel (VBMS for Raul Barletta) and **In Person:** Brent Freeman (Nebraska Unions).

**FY 2013-2014 (3rd Quarter) INJURY INCIDENT REPORT**

Thirty-two (32) First Reports of Injury (FRIs) were received by EHS for injuries occurring between January 1 and March 31, 2014. Twenty (20) or 62% were classified as OSHA-Recordable, considered potentially more serious. All reports were sent to members for review prior to the meeting. Yoko Smith highlighted a few points:

- Office workers reported the largest number of injuries (6) however they comprise the largest category of worker at UNL.
- A number of the injuries were easily avoidable, for example, those due to lack of Personal Protective Equipment (PPE), or PPE available but not used.
- A number of injuries were due to overexertion, workers attempting more than they are personally able to do or know they should do, e.g. lifting 80-100 lb., without mechanical assistance or help from co-workers/moving services.
- Deviation from established protocol is another causal factor readily eliminated. Brenda Osthus, EHS Director, reported that Custodial Services management recently emphasized that workers should focus on doing the job right and not hurry.
- These lessons/recommendations should be shared by members/safety committee contacts with their reporting unit.

There was an inquiry about injuries due to ice on campus. This past winter was fairly mild and thus fewer ice/snow-related injuries. Betsy Howe reminded the group that every fall, approximately October, there is a listserv article published with tips on walking and working in ice/snow/cold weather conditions.

**FY 2013-2014 (3rd Quarter) SAFETY AUDIT OVERVIEW**
Safety Audits are conducted of all spaces at UNL on a schedule, based on identified hazards and regulatory requirements. The quarterly safety audit report was sent to members for review prior to the meeting. Betsy Howe highlighted a few findings:

- In Laboratories the predominant findings are the same ones found in past quarters:
  - Improper chemical storage, improper use of ventilated cabinets, inaccurate or missing inventory of hazardous chemicals. Storing incompatible chemicals in close proximity provides the potential for reactions between chemicals leading to serious worker injury.
  - Emergency shower and/or eyewash not immediately available, accessible, and/or operable…not tested regularly. One recent injury incident would have resulted in permanent eye damage if the worker wearing safety glasses instead of goggles was not able to use an eyewash station to rapidly and thoroughly flush chemical from their eyes.
  - An accurate inventory of hazardous chemicals stored/used in the area is not available. A chemical inventory must be updated as chemicals are added to/removed from the area.

- In Kitchens, there were a number of chemical containers not adequately labeled. These are most often chemicals used in cleaning. For spray or other containers filled from a larger container, labels are available from the manufacturer.

- In Offices, there was evidence that soldering was occurring, but there was no EHS soldering waste container. When a new task is planned for an office area, the occupant should check with EHS to determine if there are any applicable regulatory requirements.

- Shop audits again noted a number of safeguarding violations. Missing/damaged guards on powered equipment can lead to very serious injuries from moving parts or pinch points.

- Commonly found items were: (a) lack of a Virtual Manual or equivalent plan addressing hazards in laboratory & shop areas; and (b) laboratory and shop workers lacking completion of basic safety training (Core-Injury and Illness Prevention Plan, Core-Emergency Preparedness) or other training required based on their job tasks.

The question was posed as to compliance with deficiency remediation. Brenda Osthus reported that most people are very responsive to fixing the deficiencies reported to them.

It was noted that chemicals used in Dining, Custodial & Maintenance operations, while perhaps limited in number, are often concentrated and hazardous. EHS has
developed targeted trainings which are available online for workers in Custodial Services, Housing Custodial Operations, and Housing Facility Maintenance.

OLD BUSINESS

Emergency Preparedness Update
Due to the absence of Mark Robertson there was no update on this topic.

April 10, 2014 Ready Campus Event
Betsy Howe reported on this student-sponsored event tying in with Federal Emergency Management Agency (FEMA) Campus Ready initiative. There were booths staffed by a number of applicable groups/agencies: Red Cross, Emergency Management for Lancaster County, Lincoln Fire & Rescue, and more. The event was poorly attended. Beth Whitaker shared suggestions with the organizers regarding (a) improved advertising/marketing, especially to students living in university housing; (b) rearrangement of booths so it would be apparent that students can still easily navigate through City Union Plaza.

April 24, 2014 Safety Walk
Eileen Bergt reported on the campus wide Safety Walk which is held every 18 months. Reports of results by campus (city and east) were distributed prior to the meeting. The results were self-explanatory and no questions were posed. Approximately 10-15 people participated in the Safety Walk across both campuses. Attendees usually represent the CUSC, students, staff, and faculty. There was only one concern submitted regarding lighting near Architecture Hall. At Architecture Hall there was a light in a tree, which will be removed/repositioned as funds are available.

Most concerns uncovered during the walk involved lighting or tree/shrub trimming.

Progress Toward the CUSC Goal

To help foster UNL employee awareness of the individual’s role in their own personal safety, that of their co-workers, and safety/injury prevention in general at UNL. To foster completion of safety training by UNL employees, using the EHS Employee Training Needs Assessment, as a first step.

Deb Pearson reported that Libraries is updating how student systems access the EHS web-based training (WBT) so students can take the Injury and Illness Prevention Plan and Emergency Preparedness training without the need of a supervisor login. In addition to improving WBT accessibility, supervisors are being reminded that these two courses should be part of orientation occurring in the first week of employment.
Rhett Zeplin reported that Utilities is jump-starting their safety committee. Participants come from all levels of worker, including management. The committee is combining safety and other training so that every other month training is provided, which helps keep staff interested in mandatory training. Rhett sent kudos to EHS staff (in particular Lisa Mensah) who makes it possible for workers to take training during their shift. Safety Committee meeting Minutes are distributed within 24 hours of meetings and action items must be done within one week. The department is using operating funds to support resolving safety issues such as installing more eyewash stations. Utilities is changing their safety culture so all workers are aware and feel a part of the new atmosphere.

NEW BUSINESS

Safety Committee Chair Welcome & Resource Information.
Beth welcomed the attending Safety Committee Chairs and asked if there was any support that the CUSC could provide for their committee. None of the attendees had a specific request. Beth encouraged them to ponder this question and provide feedback.

Brenda Osthus reminded the committee that there are opportunities within their spheres of influence to convey a safety message at times other than safety committee meetings. One example would be during or prior to regular faculty, staff and/or graduate student meetings.

EHS continually works on providing safety resources for the campus community, in particular safety committees, to facilitate committee efforts of safety awareness. Playing prior to and during the CUSC meeting was a PowerPoint Show Betsy Howe developed for the Department of Chemistry. While one show was viewed, there were a number developed to be displayed in rotation prior to the regular meetings of Chemistry Department graduate students. EHS can provide any of the following for your use or review:

- Is This a Cover-Up? – Basic lab attire
- Is This a Cover-Up – Body personal protection
- Is This a Cover-Up? – Eye and face personal protection
- Is This a Cover-Up? – Hand protection
- Is This a Cover-Up? – The ensemble of personal protection
- In The Know – Basic training required by all UNL employees
- In The Know – Chemical safety training
- In The Know – Electrical safety training
- In The Know – Laboratory safety colloquia (many topics are applicable beyond the laboratory)

Each is approximately 5-8 slides so they are very short. Let Betsy Howe know if you would like to have copies of any of these as is or would like to work with Betsy on
customization for your department/area. You may also request topics applicable to your unit for development in this format.

The group was reminded of the seven Laboratory Safety Posters that are available free of charge in any quantity to the campus community. At least two of them, the poster on glove use/integrity and eye protection with corrosive chemicals are applicable beyond a laboratory setting and have been widely distributed throughout Housing/Dining and by Custodial Services. Betsy requested that members let her know if anyone has ideas of other posters that would be useful to their areas. Eileen Bergt noted that Landscape Services had several safety posters developed for their use which can be shared with EHS for campus-wide distribution.

**Defensive Driving?**
Brenda Osthus recently attended a Business and Finance management meeting. Transportation Services raised a concern with employees driving state vehicles after a span of time in February where there were a large number of vehicle accidents (average of nearly one per day). The topic of a Defensive Driving course was raised at this meeting, with a request to query others.

At this May CUSC meeting there were a few questions about cost and whether such training, as before, would be required for those who drive university vehicles. Lynn Doser suggested having Defensive Driving available online would benefit delivery drivers who drive on the UNL campus. Brenda stated that currently interest in Defensive Driving training is being researched. If there is sufficient interest exists, then the next step will be to determine details.

The consensus of those in attendance was that having Defensive Driving widely available to UNL employees would be a benefit to those driving university vehicles but also for workers in their personal lives. Brenda requested that all CUSC and Safety Committee Chairs/Contacts visit within their units—staff and management—and report back to her at the next CUSC meeting or personally to her by email or phone.

**CLOSING REMARKS**
Everyone was again encouraged by Beth to continue working on the CUSC Goal within their own spheres of influence. Beth thanked everyone for their support during her term as CUSC Chair. She reminded the group that Lynn Doser is incoming Chair, effective immediately, with Kyle Hansen incoming Vice Chair for the next two years.

The next meeting, led by Lynn Doser, will be held on July 15, 2014, from 3:00 – 4:00 p.m. at the UNL Police Department conference room. The meeting was adjourned by Chair Beth Whitaker.
As of March 31, 2014, thirty-two (32) FRIs were received for injuries occurring between January 1 and March 31, 2014.

- Four (4) or 13 % were “report only” (no medical treatment sought).
- Eight (8) or 25 % were not OSHA-recordable, meaning they were minor in nature (requiring only one visit to clinic without prescription medication).
- Twenty (20) or 62 % were classified as recordable, and are considered potentially more serious. Of those recordable incidents, seven (7) or 22 % 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:
Four (4) FRIs were received for injuries occurring prior to January 1, 2014. One (1) did not require medical treatment. One (1) was not OSHA-recordable, meaning they were minor in nature. Two (2) were classified as OSHA-recordable, and are considered potentially more serious.

- Southeast REC. Date of accident (DOA): August 12, 2013. Employee strained right shoulder while reaching overhead to crank cords at a county fair ground.
- Transportation. DOA: December 19, 2013. Employee lifted a large floor mat and strained left shoulder.
Breakdown of OSHA Recordable Incidents (Events and Causes)  
01/01/2014 – 03/31-2014

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Food Service</th>
<th>Material Moving</th>
<th>Custodial</th>
<th>Maintenance/Utilities</th>
<th>Animal Handler</th>
<th>Office</th>
<th>Laboratory</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>1</td>
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<td></td>
<td>3</td>
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<td>1</td>
<td>5</td>
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<td>(Weather condition)</td>
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<tr>
<td>Slip, trip, loss of balance without fall</td>
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<td></td>
<td>1</td>
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<tr>
<td>(Unable to determine cause)</td>
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<td></td>
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<tr>
<td>Bending, climbing, crawling, reaching, twisting</td>
<td>1</td>
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<td></td>
<td>1</td>
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<tr>
<td>(PPE not used)</td>
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<td>Overexertion in Lifting</td>
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<td>2</td>
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<tr>
<td>(Physical mismatch)</td>
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<tr>
<td>Repetitive motion</td>
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<td>1</td>
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<tr>
<td>Struck against or by</td>
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<td></td>
<td>1</td>
<td>1</td>
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<td>3</td>
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<tr>
<td>(Deviation from protocol)</td>
<td></td>
<td></td>
<td></td>
<td>(Equipment problem – other)</td>
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<tr>
<td>(Equipment failure)</td>
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<td></td>
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<tr>
<td>Exposure to harmful substance or environment</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>(Lack of PM, deviation from protocol, PPE not used)</td>
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<tr>
<td>Motor vehicle Accident</td>
<td>1</td>
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<td>1</td>
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<tr>
<td>(Inattention)</td>
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<tr>
<td>Walking</td>
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<td>1</td>
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<td>2</td>
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<tr>
<td>(Physical mismatch)</td>
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<td>(Unable to determine cause)</td>
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<tr>
<td>Totals</td>
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<td>1</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>6</td>
<td>4</td>
<td>20</td>
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</table>
Safety Audit Overview (January 1 – March 31, 2014)

Safety 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 IRP map with a number and/or word designation and includes areas such as secondary rooms, corridors, storage areas, etc.

<table>
<thead>
<tr>
<th>Laboratory spaces</th>
<th>151</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kitchen spaces</td>
<td>83</td>
</tr>
<tr>
<td>Office/Common/Classroom spaces</td>
<td>423</td>
</tr>
<tr>
<td>Shop &amp; Utility spaces</td>
<td>184</td>
</tr>
</tbody>
</table>

Areas audited (within 34 buildings):

<table>
<thead>
<tr>
<th>Building/Complex</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>501 Building</td>
<td>Hamilton Hall</td>
</tr>
<tr>
<td>Ag Hort Greenhouse 4</td>
<td>Hardin Hall</td>
</tr>
<tr>
<td>Animal Science Complex</td>
<td>Kauffman Academic Residential Center</td>
</tr>
<tr>
<td>Beadle Center</td>
<td>Larsen Tractor Museum – Behlen Bldg.</td>
</tr>
<tr>
<td>Behlen Laboratory</td>
<td>Mabel Lee Hall</td>
</tr>
<tr>
<td>Business Services Center</td>
<td>Morrill Hall</td>
</tr>
<tr>
<td>Cather-Pound Food Service (FS)</td>
<td>Othmer Hall</td>
</tr>
<tr>
<td>Cather-Pound FS – basement Raymond</td>
<td>Plant Sciences Hall</td>
</tr>
<tr>
<td>Chase Hall</td>
<td>Sapp Recreation Facility</td>
</tr>
<tr>
<td>Coliseum</td>
<td>Schorr Center</td>
</tr>
<tr>
<td>Cook Pavilion</td>
<td>Scott Engineering Center</td>
</tr>
<tr>
<td>East Stadium</td>
<td>Selleck Food Service – Bldg L</td>
</tr>
<tr>
<td>Entomology</td>
<td>Selleck Quadrangle</td>
</tr>
<tr>
<td>Facilities Management C</td>
<td>Sheldon Museum of Art</td>
</tr>
<tr>
<td>Facilities Management Shops</td>
<td>Theodore Jorgensen Hall</td>
</tr>
<tr>
<td>Family Resource Center</td>
<td>Veterinary Basic Sciences Bldg.</td>
</tr>
<tr>
<td>Food Industry Building</td>
<td>Water Sciences Laboratory</td>
</tr>
</tbody>
</table>

Deficiency Recap

One ‘lab/office/shop’ may consist of multiple, connected spaces with the same use/same room owner. Most prevalent deficiencies for each space type are listed in order of predominance.

**Deficiencies in Laboratories**

- Chemicals were not stored in a safe and proper manner, e.g. segregated by compatibility; unnecessary compressed gas cylinders were being stored in the laboratory; compressed gas cylinders were not properly restrained; flammables were stored outside of rated cabinets/stored in household refrigerators; etc.
- Emergency shower and/or eyewash were not immediately available, accessible, and/or operable in areas where any material can have an adverse effect on the health and safety of humans is used. Eyewashes and showers have not been tested regularly.
- Written safety procedures are lacking or incomplete (e.g., Virtual Manual/Chemical Hygiene Plan and lab-specific written protocols as appropriate/applicable).
- 18” of clearance is not maintained from sprinkler heads and/or 24” of clearance is not maintained from the ceiling in non-sprinkled areas.
- Electrical cords/plugs are not protected from damage, and/or are not in good repair.
- There is evidence of food/drink consumption in areas where chemicals are used/stored.
- An accurate inventory or hazardous chemicals stored/used in the area is not available.

### Deficiencies in Kitchens

- Compressed gas cylinders are not stored properly or properly restrained.
- Three feet of clearance is not maintained in front of electrical panels or breaker boxes; or emergency shut-off controls to equipment are blocked/inaccessible.
- Entrances to areas where hazardous chemicals are used/stored are not identified with a door placard.
- Chemical containers are not adequately labeled (labels are missing, illegible, or incomplete).

### Deficiencies in Offices

- Power strips, etc. are being used to power items such as microwaves, coffeepots, etc. Higher power items should be plugged directly into a permanently installed outlet.
- 18” of clearance is not maintained from sprinkler heads and/or 24” of clearance is not maintained from the ceiling in non-sprinkled areas.
- There is no waste container in a room where soldering is done.

### Deficiencies in Shops

- Guards for power equipment were missing or damaged; abrasive wheels were improperly adjusted (1/8” from wheel for work rest; 1/4” adjustable tongue); equipment and machinery designed to be fixed in place were not securely anchored; effective guards were not in place over belts, pulleys, chains, sprockets, and other moving parts of machinery/tools/equipment.
- There is no Virtual Manual/Hazard Communication plan. Workers have not completed required training such as the basic safety training required (e.g. Core-Emergency Preparedness, Core-Injury and Illness Prevention Plan, Chemical Safety) or other training required based on their job tasks (e.g. Lockout/Tagout).
- Fire extinguishers are unrestrained.

Audit statistics reviewed are Occupational Safety findings and do not include specific program audits, such as Radiation Safety or Biosafety.
City Campus Safety Walk
April 24, 2014

- Lack of Lighting Greenspace West of Sheldon
- Lack of Lighting West Side of Arch Hall
- Turn Lights On/Trim Shrubs Sheldon/ "Floating Figure"
- Turn Lights On Sheldon/ "Bather"
- Light Out West of Morrill Pole D15.14
- Light Out SW Morrill Pole D15.17
- Lighting North and West Entrance Morrill Hall
- Light Out South of Hamilton Pole C13.8
- Light Out 515 N 19th Pole H14.6
- Light Out 515 N 19th Pole H14.10

Map Produced April 2014 by UNLPD