

## Chancellor's University Safety Committee (CUSC) Meeting

Tuesday, January 20, 2015 - 3:00-4:00 p.m.

UNLPD Conference Room 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 & Welcome Lynn Doser
2. Fiscal Year 2014-15 (2nd Qtr.) Injury/Illness Yoko Smith
3. Fiscal Year 2014-15 (2nd Qtr.) Safety Audits Betsy Howe
4. Old Business  
A. Emergency Planning update Mark Robertson  
B. Progress toward CUSC goals  
C. Other old business
5. New Business  
A. Welcome (SC) representatives Lynn Doser  
B. Spring Safety Colloquium 4/15/2015  
C. Other new business
6. Adjourn Lynn Doser

#### Upcoming Meetings (at UNLPD, 300 N. 17<sup>th</sup> St. unless otherwise specified):

- March 17, 2015 OPEN FORUM Nebraska East Union
- May 19, 2015 (Injury/Illness & Safety Audit reports (January-March 2015))
- July 21, 2015 (Injury/Illness & Safety Audit reports (April-June 2015))

#### Goal FY 2014-15:

*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.*

**Chancellor's University Safety Committee Meeting**  
**Meeting Minutes**  
**January 20, 2015 • 3:00 - 4:00 p.m.**  
**UNLPD Conference Room**

The meeting was convened by Chair, Lynn Doser (Sheldon Museum of Art). Attendees introduced themselves and indicated if they were attending as CUSC member, Safety Committee Chair/Contact or both.

**Members:** Greg Turner (BSM), Eileen Bergt (Landscape Services), Kyle Hansen (CREC), Chanell Carpenter (UHC), Doug Rudeen (ARDC), Jane Wemhoff (Housing/Dining), Pat Dussault (Chemistry), Mark Robertson (UNLPD), Kim Phelps (University Services), Steve Torske (Athletics), Sharon Clowser (VDC), Allan Henrichs (Shared Computing Services), Rhett Zeplin (Utilities), Andy Suyker (SNR), Sara Frizzell (Research/Compliance), Brenda Osthus (EHS), Yoko Smith (EHS support), Betsy Howe (EHS support).

**Safety Committee Chairs:** Alan Boldt (Biological Systems Engineering), Denise Zinniel (SBVMBS), Kevin Hutsell (IANR), T.J. McAndrew (Agronomy & Horticulture), Andy Smriga (NE East Union), Brent Freeman (Nebraska Unions), Cheryl Dunbar (ARDC, attending remotely), H. Thippareddi, (Food Science, attending remotely).

**Guest:** Jacob Elliott (Daily Nebraskan)

**FY 2014-2015 (2nd Quarter) INJURY INCIDENT REPORT**

Forty-three (43) First Reports of Injury (FRIs) were received by EHS for injuries occurring between October 1 and December 31, 2014. Twenty-three (23) or 53% were classified as OSHA-Recordable, considered potentially more serious. All reports were sent to members for review prior to the meeting.

- Yoko reviewed the annual listing of open claims.
- In Calendar Year 2014 the number of injury incidents was 107, a 16.4% decrease over Calendar Year 2013.
- A chart of "Calendar Year 2014 Breakdown of Causal Factors (OSHA Recordable Only)" was reviewed. This breakdown highlights that the majority of injury incidents are caused by factors within the control of the worker. The most frequently occurring factor was "Environmental – Location/Position." This refers to the location/position of the material, equipment and/or employee in such a way as to contribute to the hazardous condition.

## **FY 2014-2015 (2nd 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 overview was sent to members for review prior to the meeting. Part or all of 36 buildings were audited.

Betsy Howe highlighted selected deficiencies:

- “Sharps not properly managed” in laboratories. For example, this might be cited if razor blades, scalpel blades, etc. are left laying unattended on countertops, or if sharps are improperly disposed (put into the regular trash instead of into a sharps container). Another common deficiency in laboratories was improper labeling of waste containers. Minimum proper labeling includes chemical name and indication that the material is no longer useable for its intended purpose.
- The predominant findings in audits of General spaces (offices/conference rooms/storage areas/lounges/break rooms, etc.) were the same as those reported for the previous quarter, e.g. use of power strips for higher power applications such as microwaves, refrigerator/freezers, coffeepots, etc., using extension cords on a permanent rather than temporary basis, and not maintaining 18” of clearance around sprinkler heads.
- In shop spaces a common finding was lack of a spill kit in areas where large quantities of hazardous chemicals are used/stored.

## **OLD BUSINESS**

### **Emergency Planning & Preparedness Update**

Mark Robertson’s update included the following:

- He recently attended a conference with other Big 10 schools. UNL emergency planning and preparedness is in line with other Big 10 universities.
- At UNL there will be periodic drills to test the systems in place to handle various types of emergency events.
- University-wide there has been increased interest in developing individual building/area safety plans/emergency action plans.

The Police Department is working with University Communications on safety signage that can be posted in common areas and also be available to departments to post as they wish. The signage would include basics on what to do in the event of various emergency situations, such as those listed in the “*Emergency Procedures Quick List*” currently available through the Emergency Planning and Preparedness web site.

The plan to auto-subscribe faculty, staff and students to UNL Alert emails is progressing. UNL Alert will change from an “opt in” system to a “opt out” system.

Once the changeover is in place, people can go online to add or change contact information.

A question was posed as to how long it takes notifications to be sent to all email/text addresses. All notifications are sent within 2 minutes once a UNL Alert is issued. Another question was posed about number of UNL Alert messages sent. Last year there were 7 UNL Alerts issued with four of these being "resolution" messages.

### **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.*

Betsy Howe has been working with a few lab managers/instructors who wish to require their students take EHS Chemical Safety Training at the beginning of a laboratory course. After a specified duration, e.g. one week, Betsy provides the lab manager/instructor with a report of trainees.

### **Other Old Business**

#### **Defensive Driving Course**

Brenda Osthus said that plans are underway to provide access to American Automobile Association (AAA) training videos. Once set up, Patrick Barrett, Transportation Services Director, will convey information on how to access the training. Such training is designed to be a resource to the campus community, not a requirement.

Kim Phelps mentioned that in the month of February last year there were 28 collision accidents involving university vehicles. While the accidents were not necessarily caused by the university employee driver, defensive driving training would help employees avoid vehicle accidents in general.

The group was reminded that training for driving 12-passenger vans is mandatory and must be repeated every three years.

#### **Snow Removal – Greek Houses**

A UNL worker reported to Lynn Doser a concern with lack of snow removal on the sidewalks of two Greek houses. One incident occurred over the holiday break and one incident involved a fraternity which is no longer active. Eileen Bergt contacted Greek Affairs, since these areas are not the responsibility of UNL. Clearing sidewalks is a city ordinance and complaints can be directed to the City.

## **NEW BUSINESS**

### **Welcome to Safety Committee Representatives**

Lynn Doser extended a special welcome to those attending the CUSC meeting representing their department/unit/facility safety committee.

### **Spring Safety Colloquium**

Betsy Howe reported that the Spring Safety Colloquium is scheduled for April 15, 2015. It will be presented by Sean Kaufman, national/international educator, consultant, and behavioral solutions expert and is titled "Safety Culture: Perspectives and Practices." Sean will discuss experience with Emory University, CDC and other public and private entities. He will include information on best practices for improving and sustaining safety cultures. RSVPs will be required this time and the event will be webcast for those unable to attend. Publicity is nearly complete and distribution will begin soon.

There was no other new business.

## **CLOSING REMARKS**

The next meeting will be held on March 17, 2015, from 3:00 – 4:00 p.m. at the Nebraska East Union and will be an Open Forum meeting. The meeting was adjourned by Chair Lynn Doser at 4:00 p.m.

## **CUSC Workers Compensation Incident Report (Oct. – Dec. 2014)**

As of December 31, 2014, forty-three (43) FRIs were received for injuries occurring between October 1 and December 31, 2014.

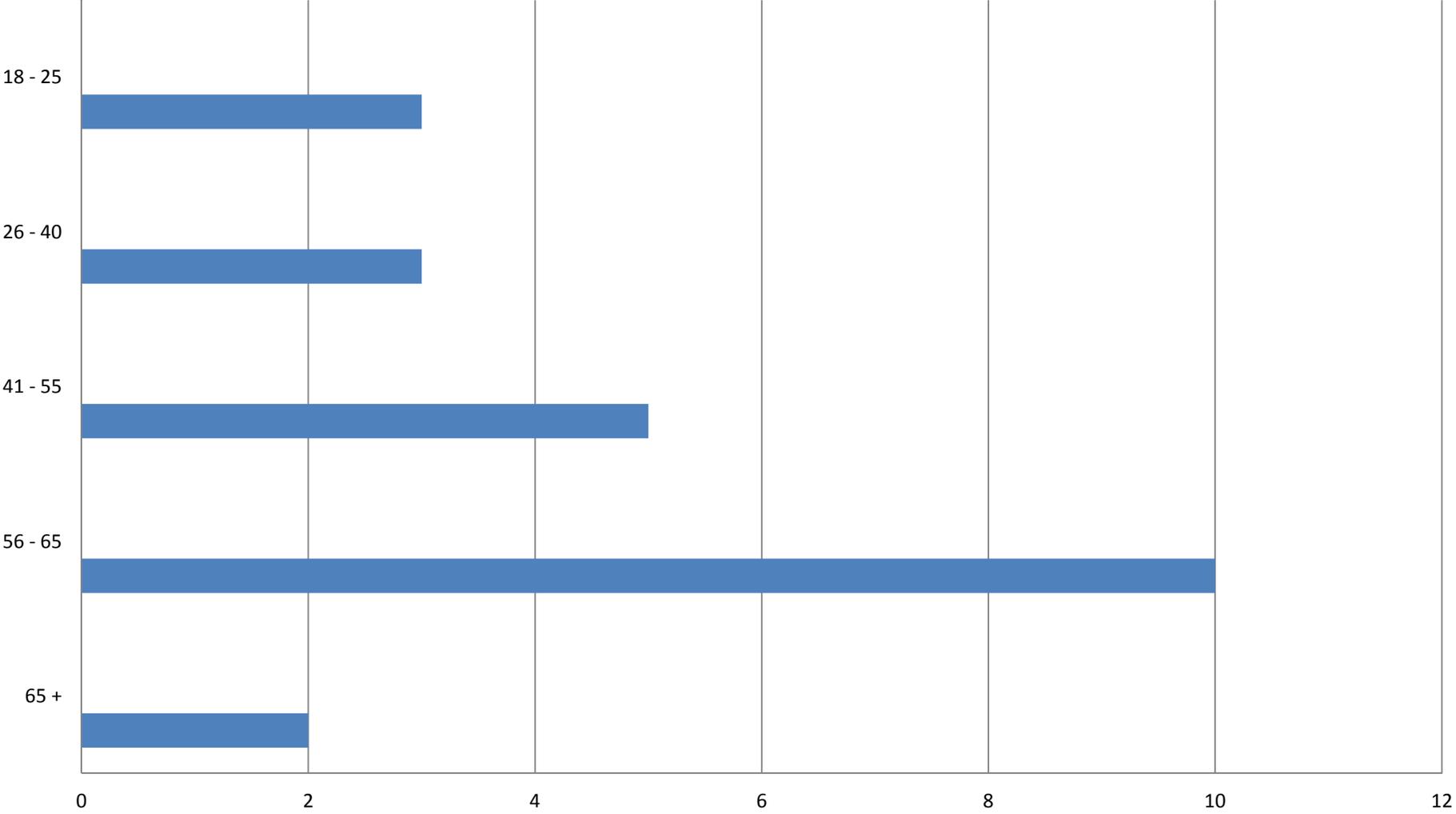
- Eleven (11) or 26 % were “report only” (no medical treatment sought).
- Nine (9) or 21 % were not OSHA-recordable, meaning they were minor in nature (requiring only one visit to clinic without prescription medication).
- Twenty-three (23) or 53 % were classified as recordable, and are considered potentially more serious. Of those recordable incidents, ten (10) or 23 % 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 October 1, 2014:

- Three (3) were not OSHA-recordable, meaning they were minor in nature.
- One (1) was classified as OSHA-recordable, and is considered potentially more serious.
  - NCTA (Nebraska College of Technical Agriculture) - May 28, 2014. Employee sprained right knee while carrying a heavy cooler up stairs. The building was not equipped with an elevator.

**Age (OSHA Recordable Cases)  
Oct. - Dec. 2014**



**OSHA Recordable Incidents from October – December 2014 Event/Exposure by Worker Type**

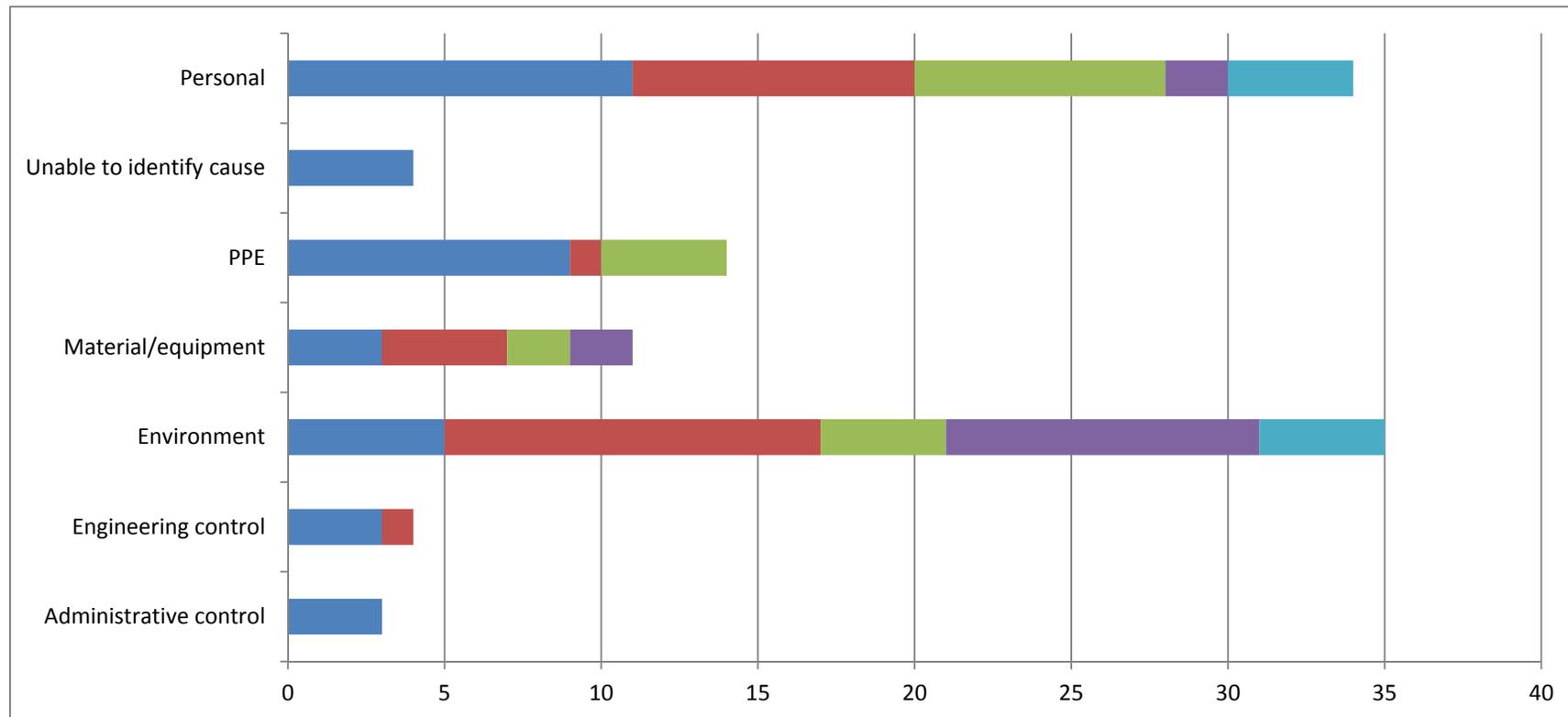
	Food Service	Maintenance/ Utilities	Child Care	Laboratory	Custodial	Office	Agriculture/ Landscape	Athletics	Shop/ Mechanic	Totals
Overexertion in lifting/ carrying			1 (Physical mismatch)	1 (Fatigue/stress)						2
Overexertion in holding/ carrying		1 (Physical mismatch)				1 (Uneven terrain)				2
Overexertion in pushing/ pulling	1 (Deviation from protocol)									1
Bending, climbing, crawling, reaching twisting					1 (Fatigue/stress)					1
Repetitive Motion									1 (Fatigue/stress)	1
Fall						4 (Uneven terrain, personal-other, inattention)				4
Slip, trip, loss of balance without fall	1 (House-keeping)						1 (Material/equipment – other)	1 (Personal- other)		3
Struck by /struck against	3 (PPE available but not used, needed but not available)					1 (Inattention)				4
Caught in/Crushed By	1 (Personal – other)						1 (Lack of PM/inspection)		1 (Deviation from protocol)	3
Transportation related	1 (Weather condition)	1 (Inattention)								2
<b>Totals</b>	<b>7</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>6</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>23</b>

FARA currently (as of 12/31/2014) has 121 open active claims, for which \$7.7 M has been paid to date. Of these, twenty-one (21) claims exceed \$100K and the total amount paid to date on **these twenty-one claims is \$6.7M**. Several fall in to the same category as our “Top 5” by frequency.

	Back Strain (lifting/reaching)	Other Strain	Electric Shock	Fall on Ice	Fall (not ice)	Motor Vehicle	Caught in/between Machinery	Chemical Exposure-Respiratory
<b>Housing</b>	1 claim (2001) \$287K				1 claim (1998) \$497K			1 claim (1996) \$138K
<b>Facilities</b>	3 claims (2009) \$152K (2011) \$140K (2011) \$312K				1 claim (1999) \$148K			
<b>University Services</b>	1 claim (2004) \$400K							
<b>Animal Sciences</b>							1 claim (1984) \$398K	
<b>Extension Centers</b>	1 claim (2010) \$287K				1 claim (1991) \$357K	1 claim (2004) \$130K		
<b>Agronomy</b>								1 claim (1996) \$588K
<b>Unions</b>					1 claim (2006) \$157K			
<b>All Other Depts.</b>	2 claims (2001) \$210K (2012) \$127K	1 claim (2008) \$162K	1 claim (1997) \$200K	1 claim (1992) \$112K		1 Claim (1996) \$530K	1 claim (1994) \$1,331K	

<b>Percentage of Incidents by Event/Exposure (OSHA Recordable Only)</b>				
<b>Event/Exposure</b>	<b>Calendar 2012</b>	<b>Calendar 2013</b>	<b>Calendar 2014</b>	<b>Mean for the Three Years</b>
Fall	41	17	23	25.2
Slip, trip, loss of balance without fall	9	8	6	7.6
Struck by/against	44	36	22	32.7
Caught in/crushed by	8	4	7	6.1
Other contact with objects	2	5	4	3.4
Overexertion in lifting	16	12	12	13.2
Overexertion in holding/carrying	3	5	4	3.9
Overexertion in pushing/pulling	5	6	2	3.9
Bending, climbing, crawling, reaching, twisting	9	10	6	8.1
Repetitive motion	5	5	4	4.6
Other bodily reaction	1	2	0	1.4
Exposure to harmful substance or environment	19	8	7	10.2
Transportation related	2	3	4	2.9
Assault by animals	1	5	2	2.2
Walking	1	2	4	2
<b>Totals</b>	<b>166</b>	<b>128</b>	<b>107</b>	<b>131.5</b>

### Calendar Year 2014 Breakdown of Causal Factors (OSHA Recordable Only)



	<b>Personal</b>	<b>Unable to identify cause</b>	<b>PPE</b>	<b>Material/ equipment</b>	<b>Environment</b>	<b>Engineering control</b>	<b>Administrative control</b>
<b>Blue</b>	Deviation from protocol	Unable to identify cause	Available but not used	Failure/ malfunction	Housekeeping	Available but not used	Inadequate procedure
<b>Red</b>	Fatigue/ stress		Defective or improper	Improper tool usage	Location/ position problem	Not available	
<b>Green</b>	Inattention		Needed but not available	Lack of PM/ inspection	Other		
<b>Purple</b>	Other			Other	Uneven terrain		
<b>Teal</b>	Physical mismatch				Weather condition		

## Safety Audit Overview (October 1 – December 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. During this quarter audits were conducted of Laboratory space, General spaces (office, common, classroom, storage), and Shop/Custodial & Utility spaces.

### Areas audited (within 36 buildings):

Animal Sciences Complex	Insectary Building
Abel Residential Hall	Knoll (The Robert E.) Residential Center
Abel-Sandoz Food Service	Love Library North & Link
Abel-Sandoz Welcome Center	Love Library South
Biochemistry Hall	Nebraska Hall
Beadle Center	Plant Sciences Hall
Behlen Laboratory	Leverton Hall
Biosciences Greenhouses – Beadle Center	Sandoz Residence Hall
Chase Hall	Veterinary Basic Science Building
East Stadium	Veterinary Diagnostic Laboratory
Hamilton Hall	Osborne Athletic Complex
Hardin Hall	Plant Pathology Greenhouse
Home Economics Building	Scott Engineering Center
The Courtyards	WREC William P. Snyder Administration Bldg.

### 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
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Entrances to areas where hazardous chemicals are stored are not identified with a laboratory door placard, or the placard is illegible or inaccurate.</li> <li>• Chemicals are not stored in a safe &amp; proper manner (e.g. segregated by compatibility, unnecessary cylinders stored w/in the lab, flammable liquids outside rated cabinets, etc.)</li> <li>• Chemical containers, including compressed gas cylinders, are not adequately labeled (labels are missing illegible, or incomplete).</li> <li>• Sharps are not properly managed.</li> <li>• Waste containers are not appropriately labeled (chemical name and indication that the material is no longer useable for its intended purpose).</li> </ul>

**Deficiencies in General Areas (office, classroom, storage, break room/lounge, etc.)**

- Power strips are not used solely for low power applications, rather are being used to power microwaves, refrigerator/freezers, coffeepots, and other items not considered “low power.”
- Re-locatable power taps, power strips or extension cords are not plugged directly into a permanently installed electrical 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.
- Extension cords are not restricted to temporary use, or multi-plug adaptors are used as a substitute for permanent wiring or receptacles.

**Deficiencies in Shops**

- Entrances to areas where hazardous chemicals are stored are not identified with a non-laboratory/NFPA door placard, or the placard is illegible or inaccurate.
- Chemical containers are not adequately labeled (labels are missing, illegible, or incomplete).
- There was no spill kit available in an area where a large quantity of hazardous chemicals is used/stored.

Audit statistics reviewed are Occupational Safety findings and do not include specific program audits, such as Radiation Safety or Biosafety.