

Chancellor's University Safety Committee (CUSC) Meeting

Tuesday, May 19, 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 (3rd Qtr.) Injury/Illness Yoko Smith
3. Fiscal Year 2014-15 (3rd Qtr.) Safety Audits Betsy Howe
4. Old Business
 - A. Emergency planning & traffic concern update Mark Robertson
 - B. Progress toward CUSC goals updates
 - C. Spring Safety Colloquium report Betsy Howe
 - D. Other old business
5. New Business
 - A. Safety Committee Resources Betsy Howe
 - B. Lynn in year 2 of term – meeting dates 2015-16
 - C. Review/Revise/Keep Goal
 - D. CUSC listserv delivery – review Member Lists Betsy Howe
 - E. Other new business
6. Adjourn Lynn Doser

Upcoming Meetings (at UNLPD, 300 N. 17th St. unless otherwise specified):

- July 21, 2015 (Injury/Illness & Safety Audit reports (April-June 2015))

Proposed Dates for 2015-16:

- September 15, 2015 OPEN FORUM Nebraska City Union
- November 17, 2015 (Injury/Illness & Safety Audit reports (July-October 2015))
- January 19, 2016 (Injury/Illness & Safety Audit reports (October-December 2015))
- March 15, 2016 OPEN FORUM Nebraska East Union
- May 17, 2016 (Injury/Illness & Safety Audit reports (January-March 2016))
- July 19, 2016 (Injury/Illness & Safety Audit reports (April-June 2016))

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
May 19, 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.

Members: Greg Turner (BSM), Eileen Bergt (Landscape Services), Kyle Hansen (CREC), Mark Robertson (UNLPD), Chanell Carpenter (UHC), Deb Pearson (Libraries), Jolene Deinert (Custodial Services), Allen Sprecht (remotely - UAAD), Mike Livingston (Agronomy), Karen Helberg (remotely – PHREC), Brenda Osthus (EHS), Yoko Smith (EHS support), Betsy Howe (EHS support).

Safety Committee Chairs: Alan Boldt (Biological Systems Engineering), Gustavo Delhon (SBVMBS), Cheryl Dunbar (remotely – ARDC)

FY 2014-2015 (3rd Quarter) INJURY INCIDENT REPORT

Sixty-one (61) First Reports of Injury (FRIs) were received by EHS for injuries occurring between January 1 and March 31, 2015. Twenty-seven (27) or 44% were classified as OSHA-Recordable, considered potentially more serious. 13% were lost-time incidents that required the employees to be off work, to be transferred to a different job, or be under restricted duties. All reports were sent to members for review prior to the meeting.

- Yoko Smith pointed out the trailing reports of injuries occurring prior to this reporting period but just reported. She reiterated that it is important to report injury incidents as they occur, so hazardous conditions can be corrected in a timely manner.
- A chart with “Number of OSHA Recordable Incidents by Event/Exposure” for the past five years was reviewed. While there was a spike between Calendar Year 2010 and 2011 from 113 to 143 total injury incidents, in subsequent years the total number decreased to a total in Calendar Year 2014 of 111. The three top events consistently across all five years were: struck by/against, falls, and overexertion (in lifting, pushing/pulling, holding/carrying).
- A chart with “Number of OSHA Recordable Incidents by Causal Factors” for the past five years was reviewed. Yoko pointed out that the Administrative Controls factor can be addressed by supervisors ensuring a Job Safety Assessment is completed for all worker types. EHS maintains a **Job Safety Assessments** Safe Operating Procedure to assist with that task: <http://ehs.unl.edu/sop/s-JSA.pdf>.
- From this same chart, *Environmental, Location/Position Problem* was the causal factor most reported in 2014. Workers should think ahead when

planning a task so they do not position themselves in a location likely to result in injury.

FY 2014-2015 (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 overview was sent to members for review prior to the meeting. Part or all of 42 buildings were audited.

Betsy Howe highlighted selected deficiencies:

- For laboratories deficiencies mostly remain consistent across quarters. Power strips zip-tied to hold them in place was noted this quarter in multiple instances and is a deficiency relevant to all space-usage types. Power strips, if affixed, must be done in such a manner as to be removable without requiring a tool.
- 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 again was lack of effective guarding over belts, pulleys, chains, sprockets, and other moving parts of machinery/tools/equipment.

OLD BUSINESS

Emergency Planning & Preparedness Update

Mark Robertson noted that Holdrege Street traffic concerns from the last meeting were presented to Chief Yardley who will talk with city planners. Mark informed the group that, while reducing the speed limit on Holdrege from 35 to 25 miles per hour seems like a minor change, a speed limit change impacts other roads in the area, stop light timing, and more.

Mark noted that there are several emergency scenarios planned in the near future to work on coordination between local responders due to unique buildings and/or occupancies at UNL.

East Campus users should be aware traffic patterns will change somewhat over the summer when the bridge from Huntington onto East Campus will close for two months. The road to the south of the bridge will be paved to the four-way stop, but that will be done to allow access to Stewart Seed Lab and the Greenhouses.

Progress toward the CUSC Goal

There were no reports from those in attendance on progress toward the 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.*

Spring Safety Colloquium Update

Betsy Howe reported on registration/attendance at three sessions provided by Sean Kaufman as part of the Spring 2015 Safety Colloquium sponsored by Environmental Health (EHS) and Safety and the Office of Research and Economic Development:

- *Understanding Personality Differences.* A morning session targeted to Research and Compliance office and EHS staff. 28 invitees.
- *Safety Culture: Lessons Learned.* A luncheon session. 70 attendees at the City Union and 10 by live-streamed video. Some of the 10 live-stream attendees were Department of Roads personnel across the state who were required to attend at their local conference sites by the State of Nebraska Safety Coordinator.
- *Safety Culture Leadership Workshop.* Afternoon session targeted to Deans/Directors. 17 invitees.

A post event survey was conducted for each session using Survey Monkey. Feedback was favorable.

There was no other Old Business.

NEW BUSINESS

Safety Committee Resources

Betsy informed the group that Mark Robertson has been adding a “Really Obvious” video approximately once a month so there are a number of additions since those videos were last reviewed at a CUSC meeting. The video clips can be shared within member/safety committee spheres of influence, repeated periodically as topic-appropriate (e.g. Lightning). The best way to find the total list is to search YouTube for *UNL Emergency Preparedness*.

Overexertion is consistently in the top three types of injury nationally as well as at UNL. The group reviewed the following Safety Shorts:

- Back Safety – Top 10 Lifting Rules – Avoid Back & Spine Injuries, Safety Training Video (duration 2:26). This video reviews proper body mechanics to avoid overexertion in lifting.
<https://www.youtube.com/watch?v=LaFoZR3gd44>

- Back Safety – The Low 5’s – Safety Training Video (Duration 3:53). This video covers 5 ways to protect your lower back while lifting.
<https://www.youtube.com/watch?v=Y9wjMZcRbSg>
- (Information provided but not viewed due to time constraints) Back Safety – The High 5’s – Prevent Accidents & Injuries – Back Safety Training Video (duration 4:04). This video covers five points to avoid injury while lifting.
<https://www.youtube.com/watch?v=r5xiL6Jr4vk>

Chair/Vice Chair Term – Upcoming Meetings

Lynn is beginning the second year of her term as Chair. Kyle Hansen, Vice Chair, will move into the Chair position for the July 2016 meeting.

The proposed dates for the 2015-16 year were accepted.

Review/Revision of CUSC Goal

Due to time constraints, review/revision of the goal in place for the past two years will be moved to the July meeting.

CUSC Listserv Delivery – Review of Contact Information

Betsy informed attendees that it had come to her attention that one member had not been receiving emails sent through the CUSC listserv (cusc@unl.edu). She helped the member resolve the issue. If any member is not receiving one month and one week meeting notifications please let Betsy know. There are periodically other communications sent using the CUSC listserv address, such as *Safety Snippets*, short tips/helps/information useful to CUSC members and Safety Committee Chairs/Contacts.

A member list was circulated for the annual confirmation of contact information. Members not in attendance will be asked to review the list and confirm their information on the published CUSC member list.

There was no other New Business.

CLOSING REMARKS

The next meeting will be held on July 21, 2015, from 3:00 – 4:00 p.m. at the UNL Police Department large conference room. The meeting was adjourned by Chair Lynn Doser shortly before 4:00 p.m.

CUSC Workers Compensation Incident Report (Jan. – March 2015)

As of March 31, 2015, sixty-one (61) FRIs were received for injuries occurring between January 1 and March 31, 2015.

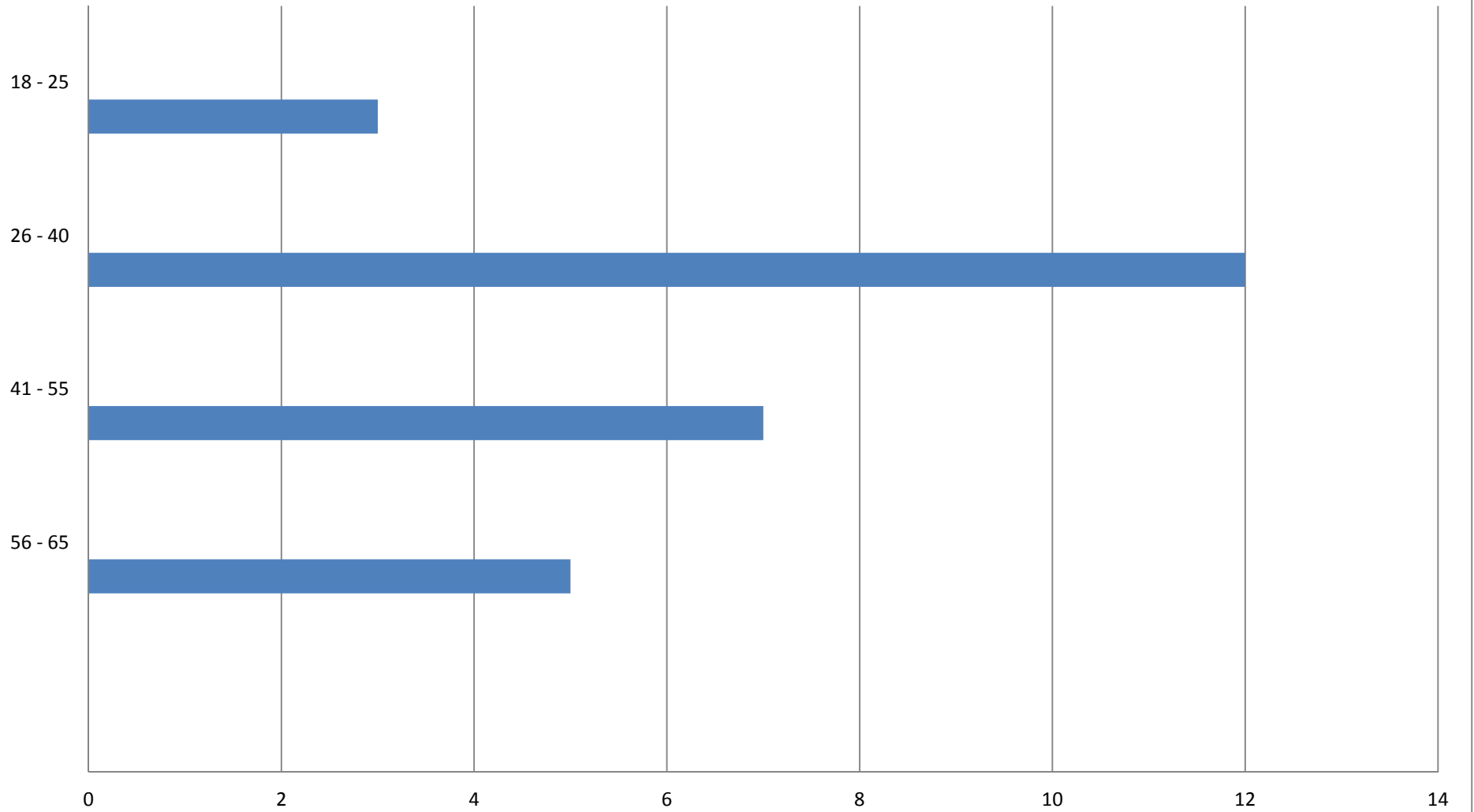
- Twenty-three (23) or 38 % were “report only” (no medical treatment sought).
- Eleven (11) or 18 % were not OSHA-recordable, meaning they were minor in nature (requiring only one visit to clinic without prescription medication).
- Twenty-seven (27) or 44 % were classified as recordable, and are considered potentially more serious. Of those recordable incidents, eight (8) or 13 % 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:

Two (2) FRIs were received for injuries occurring prior to January 1, 2015:

- One (1) was not OSHA-recordable, meaning it was minor in nature.
- One (1) was classified as OSHA-recordable, and is considered potentially more serious.
 - HSS Dining Services - DOA: March 23, 2014. An employee hit right shoulder on a dishwasher part when the employee stood up after cleaning the dishwasher. This incident was reported almost a year after the occurrence.

**Age (OSHA Recordable Cases)
Jan. - March 2015**



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

	Food Service	Maintenance/ Utilities	Public Safety	Laboratory	Custodial	Office	Agriculture/ Landscape	Animal Handler	Sports/Coach	Shop/ Mechanic	Totals
Overexertion in lifting/ carrying					1 (Fatigue/ stress)		2 (Fatigue/ stress)				3
Overexertion in pushing/ pulling			1 (Fatigue/ stress)								1
Repetitive Motion	2 (Fatigue/ stress)			1 (Fatigue/ stress)							3
Fall		1 (Weather conditions)		1 (Weather conditions)	1 (Uneven ground)	5 (Housekeeping, Inattention, weather conditions)					8
Slip, trip, loss of balance without fall										1 (Weather condition)	1
Struck by /struck against		1 (Location/ position problems)		2 (Improper tool usage, weather condition)	3 (Location/ position problems, deviation from procedure, inadequate procedure)			2 (Material problem-other, deviation from protocol)	1 (Unable to identify causes)		9
Transportation related			1 (Personal – other)								1
Exposure to harmful substances	1 (PPE not used properly)										1
Totals	3	2	2	4	5	5	2	2	1	1	27

Number of OSHA Recordable Incidents by Event/Exposure for the Past Five Years

Event/Exposure	Calendar 2010	Calendar 2011	Calendar 2012	Calendar 2013	Calendar 2014	Overall Mean
Struck against/by	18	43	44	36	23	33
Caught in/crushed by	6	5	8	4	8	6
Other contact with objects or equipment	8	7	2	5	4	5
Fall	22	28	41	17	24	26
Slip, trip, loss of balance without fall	3	5	9	8	6	6
Bending, climbing, crawling, reaching, twisting	1	4	9	10	6	6
Walking	2	4	1	2	4	3
Overexertion in lifting	19	13	16	12	12	14
Overexertion in pushing/pulling	3	7	5	6	2	5
Overexertion in holding, carrying, etc.	5	8	3	5	4	5
Repetitive motion	6	3	5	5	5	5
Other bodily reaction	1	3	1	2	0	1
Exposure to harmful substance or environment	16	8	19	8	7	12
Transportation related	1	3	2	3	4	3
Assaults & Violent acts (Animals or humans)	2	2	1	5	2	2
Total	113	143	166	128	111	132

Number of OSHA Recordable Incidents by Causal Factors for the Past Five Years

Causal Factors		Calendar 2010	Calendar 2011	Calendar 2012	Calendar 2013	Calendar 2014	Overall Mean
Administrative controls	Hazard not recognized	7	1	1	0	0	2
	Inadequate procedure	14	8	2	12	3	8
	Inadequate training	0	1	1	0	0	0
	Other	1	0	1	2	0	1
Engineering controls	Available but not used	4	6	5	6	3	5
	Improper	0	1	0	1	0	0
	Not available	1	2	3	4	1	2
	Not used properly	0	1	0	0	0	0
	Other	1	0	0	0	0	0
Environment	Housekeeping	4	1	10	6	6	5
	Location/position problem	8	22	17	20	13	16
	Uneven terrain	8	4	9	5	10	7
	Unfamiliarity with surroundings	1	0	1	0	0	0
	Weather conditions	6	8	5	8	4	6
	Other	3	2	4	1	5	3
Material/Equipment	Defect/Design flaw	3	7	8	2	0	4
	Failure/malfunction	2	3	2	1	3	2
	Improper tool usage	8	12	13	7	4	9
	Lack of PM/inspection	1	0	0	3	2	1
	Missing/inoperable guards	0	0	1	0	0	0
	Other	1	2	0	0	1	1
Personal	Deviation from protocol	8	12	22	9	11	12
	Fatigue/stress	1	6	11	13	10	8
	Inattention	9	12	19	6	9	11
	Physical mismatch	5	2	5	1	4	3
	Other	6	6	0	3	4	4
Personal protective equipment	Available but not used/used improperly	3	9	12	8	9	8
	Defective or improper	2	1	3	2	1	2
	Needed but not available	0	5	3	2	4	3
Unable to identify cause		6	9	8	6	4	7
Total		113	143	166	128	111	132

Safety Audit Overview (January 1 – March 31, 2015)

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 42 buildings):

501 Building	Morrison Life Sciences Research Center
Ag Hort Greenhouse 1	Nebraska Hall
Ag Warehouse 1	Othmer Hall
Andrews Hall	Pershing Military & Naval Science B
Animal Science Complex	Piper Hall - Neihardt
Burr Residence Hall	Plant Sciences Hall
Conservation & Survey Annex	Plant Science Teaching Greenhouse
East Stadium	Raymond Hall
Fedde Residence Hall	Richards Hall
Hamilton Hall	SCAL Farm Shop
Hardin Hall	SCAL Pesticide Building
Hazardous Materials Facility	SCAL Wicks Building
Heppner Hall	Scott Engineering Center
Teaching Greenhouse East	Stewart Seed Lab
Teaching Greenhouse West	U Street Apartments
Husker Hall	University Housing Office
Insectary Building	Vine Street Apts - East
Kiesselbach Crops Research Laboratory	Vine Street Apts - West
Love Memorial Cooperative	Veterinary Basic Science Building
Love Hall (City Campus)	Veterinary Diagnostic Laboratory
Manter Hall	Whittier Building

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
<ol style="list-style-type: none"> 1. Chemicals are not stored in a safe & proper manner (e.g. segregated by compatibility, unnecessary cylinders stored w/in the lab, flammable liquids outside rated cabinets, etc.). This includes storing flammable chemicals in a ‘household’ refrigerator or freezer rather than one specifically designed for flammables storage. 2. 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.

3. Entrances to areas where hazardous chemicals are stored are not identified with a laboratory door placard, or the placard is illegible or inaccurate.
4. Chemical containers, including compressed gas cylinders, are not adequately labeled (labels are missing illegible, or incomplete).
5. Waste containers are not appropriately labeled (chemical name and indication that the material is no longer useable for its intended purpose).
6. Power strips are zip-tied to hold them in place. Power strips must be affixed in such a manner as to be removable without a tool.

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

1. 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.”
2. Re-locatable power taps, power strips or extension cords are not plugged directly into a permanently installed electrical outlet.
3. Extension cords are not restricted to temporary use, or multi-plug adaptors are used as a substitute for permanent wiring or receptacles.
4. 18” of clearance is not maintained from sprinkler heads and/or 24” of clearance is not maintained from the ceiling in non-sprinkled areas.

Deficiencies in Shops

1. Effective guards are not in place over belts, pulley, chains, sprockets, and other moving parts of machinery/tools/equipment.
2. 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.
3. Employees are not aware of or procedures have not been developed for accessing (M)SDSs for hazardous chemicals that are stored/used in the area.
4. Electrical cords are not protected from damage and/or in good repair.
5. 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.

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