

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

**Tuesday, November 15, 2016 - 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 Kyle Hansen
2. Fiscal Year 2016-17 (1st Qtr.) Injury/Illness Yoko Smith
3. Fiscal Year 2016-17 (1st Qtr.) Safety Audit Items Betsy Howe
4. Old Business Kyle Hansen
  - A. Heads Up! Marketing campaign Kyle Hansen
  - B. Reports on progress toward CUSC goal Betsy Howe
  - C. Supplier Showcase Recap Betsy Howe
  - D. Other old business
5. New Business Mark Robertson
  - A. Emergency planning & preparedness update Mark Robertson
  - B. Safety Committee Resources Kyle Hansen
  - C. Other new business
6. Adjourn Kyle Hansen

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

- January 17, 2017 (Injury/Illness & Safety Audit reports (October-December 2016))
- March 21, 2017 OPEN FORUM Nebraska East Union
- May 16, 2017 (Injury/Illness & Safety Audit reports (January-March 2017))
- July 18, 2017 (Injury/Illness & Safety Audit reports (April-June 2017))

Goal FY 2016-17:

*Develop, review, maintain lines of safety communication with the purpose of engaging the campus community, in particular by encouraging all to recognize and report "near misses."*

**Chancellor's University Safety Committee Meeting**  
**Meeting Minutes**  
**November 15, 2016 • 3:00 - 4:00 p.m.**  
**UNLPD Conference Room**

The meeting was convened by Chair, Kyle Hansen (Campus Rec). Attendees introduced themselves.

**Members:** Brent Freeman (Nebraska Unions), Eileen Bergt (Landscape Services), Mark Robertson (UNLPD), Beth Whitaker (School of Biological Sciences), John Re (Facilities Maintenance), Mike Livingston (Agronomy & Horticulture), Jolene Deinert (Custodial Services), Casadi Johnson (UAAD), Lisa King (UNOPA), Jane Wemhoff (Housing Dining Services), Pat Dussault (Chemistry), Sara Frizzell (Research Compliance), Michael Straatman (Libraries), Jody Wood (Institutional Equity & Compliance), Gayle Schanou (HR Benefits & Risk Management), Betsy Howe (EHS support), Yoko Smith (EHS support).

**Attending remotely:** Tracy Grauer (ITS), Andy Suyker (SNR)

**FY 2016-2017 (1st Quarter) INJURY INCIDENT REPORT**

Sixty-one (61) First Reports of Injury (FRIs) were received by EHS for injuries occurring between July 1 and September 30, 2016. Thirty-three (33) or 54% were classified as OSHA-Recordable, considered potentially more serious. Fourteen (23%) were lost time incidents that required employees to be off work, transferred to a different job, or have restricted duties. All reports were sent to members for review prior to the meeting.

Questions on reports distributed prior to the meeting were:

- On the report of OSHA Recordable and Not OSHA Recordable Injury Incidents what do the severity numbers correlate with? Severity Code 2: Not OSHA Recordable, First Aid Only. Severity Code 3: OSHA Recordable.
- How can the Causal Factor be "Unable to Identify Cause?" In the instances reported this quarter, investigation determined no discernable underlying factor. For example, for the trip & fall incidents there was not any environmental condition, such as broken/uneven/wet pavement/surface. In the instance involving a police officer, it was unclear what had led the suspect to react so violently.

Tying in with the CUSC goal this year, Yoko Smith compared and contrasted the two primary causal factors, Personal and Environmental, for October – December 2014 and October – December 2015 followed by discussion. These are ways that various departments/areas mitigate the two causal factors:

- Custodial Services. Establish written standard operating procedures which are reviewed with new employees. Ongoing, staff is randomly quizzed/tested.
- Chemistry. Conduct an annual safety discussion to reinforce initial training. Once a semester informally audit teaching labs for compliance. Provide weekly Teaching Assistant (TA) meetings and personally model safety procedures while interacting with lab prep staff. Provide a Lab Coordinator as a resource to back up TAs/Graduate Assistants. Every month there is refresher training on a relevant topic.
- Landscape Services. Safety committee membership is comprised of a cross section of management & staff. Training is generally seasonal for jobs that are seasonal. Upper level management models safety.
- Various. Review CUSC reports during unit safety committee meetings. Emphasize how a simple situation can lead to injury.
- Various. Share injury incident reports and safety audit findings at managers meetings and safety committee meetings. Publish a regular listserv that includes safety hints and ongoing reminders.

It was noted that in the quarter reported for 2014 compared to 2015, injury incidents due to personal causal factors were reduced by more than 50%.

### **FY 2016-2017 (1st Quarter) SAFETY AUDIT OVERVIEW**

Safety audits are conducted of all spaces at UNL on a schedule, based on identified hazards and regulatory requirements. Part or all of 56 buildings were audited during the past quarter. Betsy Howe provided information related to deficiencies for power strips/surge suppressors. The campus community often is not aware of the following:

- Power strips/surge suppressors must not be permanently affixed to a surface.
- Surge protectors have a lifespan.
- Power strip/surge suppressors should be UL-listed.
- Power strips and surge suppressors serve two different functions.

### **OLD BUSINESS**

#### **Heads Up! Marketing Campaign**

Kyle Hansen recapped the history of this project. Over the past year a number of near misses due to distracted walking/driving/biking have been brought to the attention of the CUSC. In response, the CUSC undertook a campaign to raise awareness of the importance of situational awareness.

A subcommittee worked with University Communications to attain materials for distribution by individual CUSC members within their spheres of influence. Suggestions for distribution:

- Release different graphics over time, for example, a different graphic each quarter so that there will be a new graphic regularly to improve the likelihood of the message being noticed.
- Use the graphics with area digital kiosks, social media, department meetings and listservs, or other avenues available to the individual member.
- Temporary signs may be put up or sandwich boards used if applicable to your area/department.
- Become part of an existing event, ideally one that is generally well attended and/or an event that occurs on the Union Plaza, an area of high visibility.

### **Related Safety Concern**

Students regularly use the driveway from the parking lot behind Cather Pound to 17<sup>th</sup> Street (across from The Knolls) as a walkway without regard to cars exiting/entering the driveway. It was suggested that a walkway delineation could be painted on the driveway in an attempt to funnel foot traffic onto one side of the driveway. Landscape Services will research the possibility.

### **Progress toward CUSC Goal**

*Goal: Develop, review, maintain lines of safety communication with the purpose of engaging the campus community, in particular by encouraging all to recognize and report “near misses.”*

Items discussed as part of the Injury Incident Causal Factor discussion apply and there was no other reporting.

### **Supplier Showcase Recap**

Betsy Howe reported that 215 people stopped by the CUSC booth at the Supplier Showcase and received a black-and-white copy of the **Near Miss....Near Hit?** poster and a business-card size reminder of the URLs for reporting near misses and student injuries. In addition, there were requests for 63 **Near Miss....Near Hit?** posters that attendees indicated they would put up in their areas. Thirty-five (35) additional business-card size reminders were taken for distribution/sharing within the attendees' area of influence.

Attendees who indicated they had experienced a “near miss” were encouraged to report such incidents through the online reporting tool being advertised. The near misses mostly had to do with

walking/biking/driving. There was a display board at the CUSC booth with the four graphics developed for the Heads Up! campaign.

There was no other Old Business.

## **NEW BUSINESS**

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

Mark Robertson reported that the Emergency Preparedness posters previously distributed have now been updated to reflect the new “N” and also to add information related to “natural gas leak.” In addition, Mark stated that signage indicating a specific location for a building tornado shelter is being phased out, to be replaced by the new Emergency Preparedness posters. The new signage directs building occupants to seek the lowest level, interior space. This is advice visitors or those infrequently in a building and thus unaware of specific room numbers can follow. Mark will be working with building BMRs on removing old signage and posting new signage near elevators and stairwells.

Mark reported that all four University of Nebraska campuses are working together to synchronize emergency planning and will conduct exercises together in future.

### **Safety Committee Resource: Campus Recreation Accident Model**

Kyle Hansen reviewed the Accident Potential model that Campus Recreation uses to identify risks and mitigation strategies for their outdoor adventure activities. This tool is used during training provided to new employees and updated as new risks are identified.

There was no other New Business.

## **CLOSING REMARKS**

The next meeting will be held on January 17, 2017, from 3:00 – 4:00 p.m. at the UNL Police Department conference room. The meeting was adjourned by Chair Kyle Hansen at 4:10 p.m.

## CUSC Workers Compensation Incident Report (July - September 2016)

As of September 30, 2016, sixty-one (61) FRIs were received for injuries occurring between July 1 and September 30, 2016.

- Fourteen (14) or 23 % were “report only” (no medical treatment sought).
- Fourteen (14) or 23 % were not OSHA-recordable, meaning they were minor in nature (requiring only one visit to clinic without prescription medication).
- Thirty-three (33) or 54 % were classified as recordable, and are considered potentially more serious. Of those recordable incidents, fourteen (14) 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:

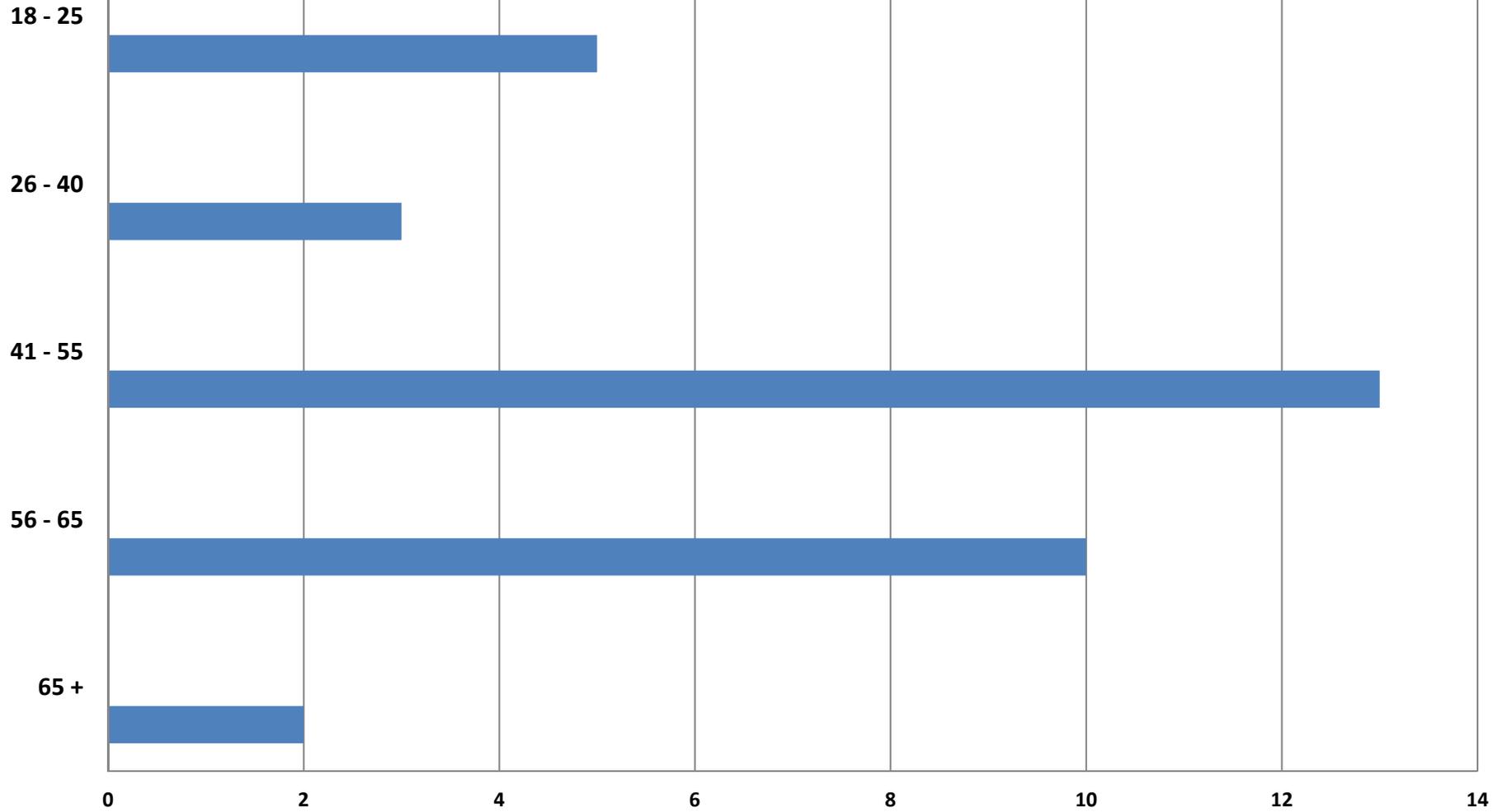
Nine (9) FRIs were received for injuries occurring prior to July 1, 2016. Four (4) were classified as OSHA-recordable, and are considered potentially more serious.

- University Housing (Able Sandoz Facilities), date of accident: 5/17/2016 – Employee had inflamed nerve in left leg due to the repetitive nature of the job as a custodian.
- Athletics, date of accident: 5/23/2016 – Employee lost balance and tore right hamstring while carrying ice bags on stairs.
- Food Science & Technology: 6/20/2016 – Employee had sore left shoulder pain due to the repetitive nature of employee’s job as a lab technician.
- ARDC: 6/27/2016 – Employee was stung by a bee while digging a trench around a building and had an allergic reaction.

**Breakdown of OSHA Recordable Incidents (Events and Causes) 07/01/2016 – 09/30/2016**

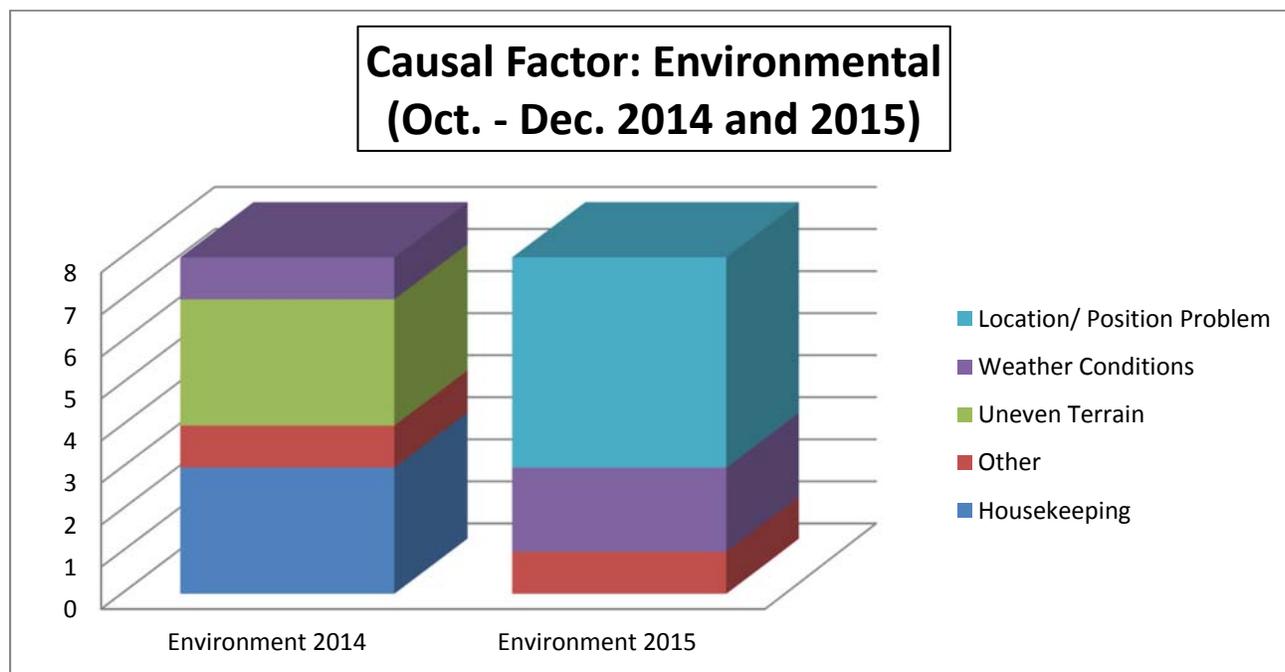
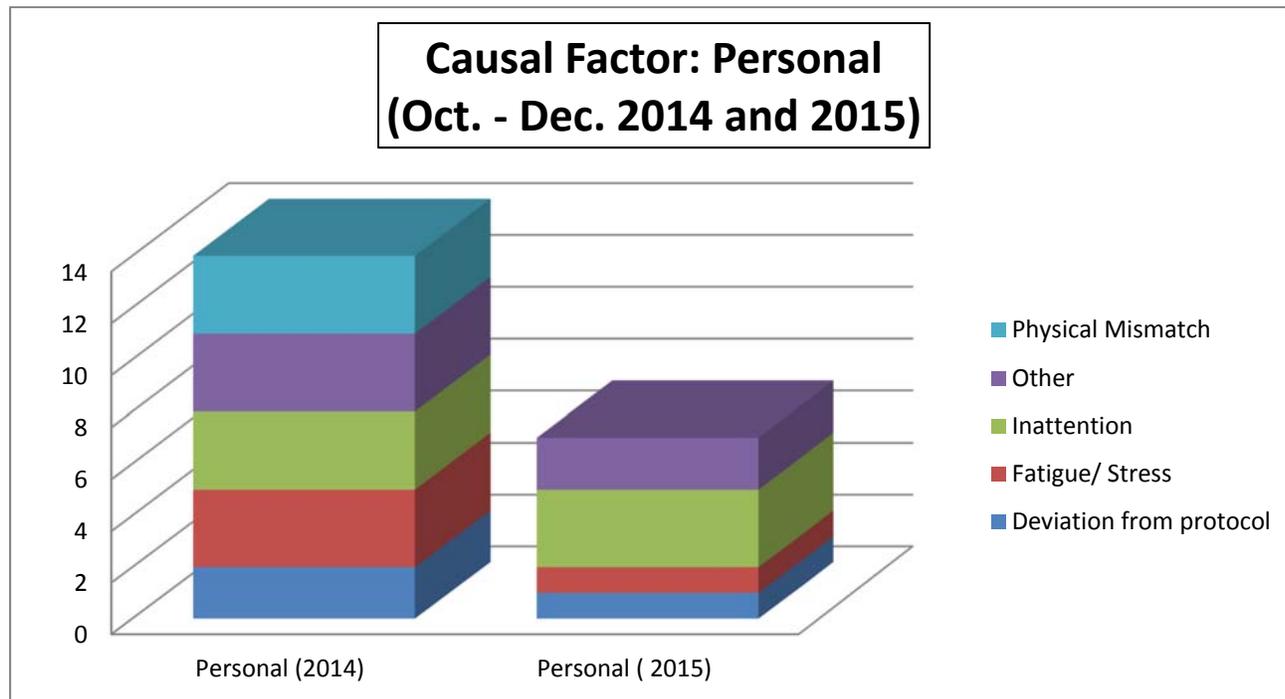
	Food Service	Child care	Material moving	Maintenance/Utilities	Shop/ Mechanic	Agriculture/landscape	Animal Handler	Office	Public Safety	Retail	Other	Total
Bending, climbing, crawling, reaching, twisting							2 (Administrative control – other, personal - other)	1 (Fatigue/ stress)				3
Overexertion in lifting	3 (Inadequate procedures, deviation from protocol)							1 (Inadequate procedure)				4
Overexertion in holding, carrying, etc.								1 (Inadequate procedure)		1 (Fatigue/ stress)		2
Overexertion in pushing/pulling				1 (Inadequate procedure)								1
Other bodily reaction				1 (PPE improper)	1 (Fatigue/stress)	1 (Physical mismatch)						3
Struck against or by				2 (Inadequate procedure, PPE available but not used)	1 (Location)	1 (Improper tool usage)	1 (PPE available but not used)				1 (Inattention)	6
Caught in/Crushed by						1 (Inadequate procedure)	1 (Engineering controls available but not used)					2
Fall						1 (Weather condition)		7 (Uneven terrain, weather condition, inattention, unable to determine cause)	1 (Unable to determine cause)			9
Slip, trip, loss of balance without fall		1 (Inattention)	1 (Uneven terrain)									2
Assaults & Violent Acts (Animals or humans)							1 (Inadequate procedure)					1
<b>Totals</b>	3	1	1	4	2	4	5	10	1	1	1	33

### Age (OSHA Recordable) July - Sept. 2016



## Accident Investigation Analysis Discussions

In the last calendar quarters in 2014 and 2015, the most common causal factors were personal and environment.



### **Examples of some cases**

1. Deviation from protocol – An employee dropped a two-wheel cart from a work table instead of placing it on the floor. The cart bounced back and hit the employee's right middle finger. The employee's tendon on the finger was separated from the bone.
2. Deviation from protocol – An employee cleaned a print press cylinder while the cylinder was still rotating. The employee's glove was caught in the cylinder and the employee fractured right index finger.
3. Inattention – An employee did not realize that another employee was closing a trailer gate and walked into the gate. The employee lacerated head.
4. Housekeeping – An employee slipped on butter on the floor in a kitchen. The employee tried to break the fall and strained left wrist and shoulder.

### **Discussion**

1. How can we prevent employees from "taking a short cut"?
2. What does your department do to ensure employees are familiar with required safety procedures?
3. How do we foster communications regarding safety among workers, or between supervisors and workers?
4. What do you do to relate CUSC discussions to your department?

## Safety Audit Overview (July 1 – September 30, 2016)

Safety & Compliance 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 GIS 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 spaces, General spaces (office, common, classroom, storage), Shop/Custodial/Utility spaces.

### Areas audited (within 56 buildings):

Andrill Off-campus Shop	Landscape Implement Building
Ag & Hort /Forestry Shop	Landscape Services Metal Building
Animal Sciences Complex	Landscape Services Metal Canopy
Baker Hall	Leverton Hall
Beadle Center	Lied Center for Performing Arts
Bessey Hall	Loeffel Meat Laboratory
Canfield Administration Building No	Manter Hall
Canfield Administration Building So	Midwest Roadside Safety Facility Test
Chase Hall	Morrill Hall
Documents Facility	Nebraska Hall
East Stadium	North Stadium
Entomology	Osborne Athletic Complex
Facilities Implement Building	Othmer Hall
Facilities Management Shops	Plant Sciences Hall
Food Innovation Center	Recycling and Refuse Building
Food Industry Complex	Schorr Center
Hamilton Hall	Scott Engineering Center
Hardin Hall	Service Building
Harper Dining Center	Smith Residence Hall
Hawks Championship Center	South Stadium
Innovation Commons Conference Center	Temple Building
Insecticide Storage Building	Theodore Jorgensen Hall
ITS Annex	Veterinary Basic Science Building
Jackie Gaughan Multicultural Center	Veterinary Diagnostic Laboratory
Keim Hall	Watson Building
Landscape Services East	West Stadium
Landscape Services Equipment Building – East	Whittier Building

### Power Strip/Surge Suppressor Information

<b>Power strips/surge suppressors must not be permanently affixed to a surface.</b>
Power strip/surge suppressors/relocatable power taps are not designed as permanent fixtures. The UL1363 standard requires a mounting method such that it is not necessary to use tools for mounting or dismounting.

### Surge Protectors have a lifespan.

Surge protectors are rated in joules, and this tells you how much protection they are designed to provide, i.e., the amount of energy the device can absorb before the device stops absorbing extra voltage and becomes a 'dumb' power strip. Every power surge/variation decreases the life of the surge protector. Some surge suppressors have built-in lights that inform you when protection is no longer occurring. Surge protectors often come with a 2-5 years per warranty. This might be your guideline for replacement, in particular for those devices with do not have lights or warranty information available.

### Power strips/surge suppressors should be UL-listed

As with other electrical appliances, power strips/surge suppressors that are not UL or FM approved or have been altered in a manner that compromises the UL or FM approval should be removed from service. **UL Listing means** that **UL (Underwriters Laboratories)** has tested representative samples of the product and determined that it meets **UL's** requirements. These requirements are based primarily on **UL's** published and nationally recognized Standards for Safety. References to **UL** and the **UL Listing** may include: the **UL Listing** Mark. Underwriters Laboratories and FM Approvals are nationally recognized third-party testing entities who provide safety testing/certification of select types of products, with testing conducted in accordance with US consensus-based product safety standards.

### Power strips versus surge protectors

Power strips provide additional electrical outlets only. Surge suppressors/protectors provide protection against voltage spikes, ensuring consistent voltage to protect the equipment plugged into the device.

### Resources:

- EHS Safe Operating Procedure **General Electrical Safety**  
<http://ehs.unl.edu/sop/s-electricalsafety.pdf>
- EHS Web-Based Training **General Electrical Safety Awareness**  
<http://ehs.unl.edu/web-based-training#ElectricalSafety>
- Underwriters Laboratories (information on standards, certification and much more) <http://www.ul.com/>
- FM Approvals (information on products FM certifies, standards development and more) <http://www.fmapprovals.com/>



UNIVERSITY OF NEBRASKA-LINCOLN

# EMERGENCY PROCEDURES

**REPORT ALL EMERGENCIES:**

**UNIVERSITY POLICE 402-472-2222 OR 911**



## **SMOKE OR FIRE ALARM**

### **EVACUATE**

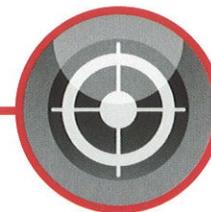
- Pull nearest fire alarm
- Use the nearest exit
- Do not use elevators
- Take belongings if near
- Move to safe distance
- Re-enter only if directed



## **TORNADO WARNING**

### **SHELTER**

- Lowest level
- Interior space:  
Hallway, Basement, Restroom
- Get low
- Cover back of head
- Monitor news
- Stay in shelter until  
warning expires



## **SHOOTING OR VIOLENCE**

### **RUN, HIDE, FIGHT**

- **RUN** – if you know where the danger is and it is safe to go
- **HIDE** – if unsafe to escape, in a secure place
- **FIGHT** – if hiding is not an option, fight as if your life depends on it



**GAS LEAK:** Follow instructions to **EVACUATE** or **SHELTER**

# **EMERGENCY.UNL.EDU**

**UNIVERSITY POLICE 402-472-2222 OR 911**

### Accident Potential Model

**Adventure experiences**— by nature, Outdoor Adventures trips have uncertain outcomes and therefore carry inherent risk.

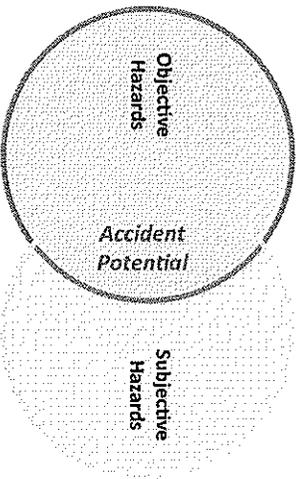
**Risk**—is the potential of losing something of value. The loss may lead to harm that is physical, mental, social, or financial. Risk is created by the presence of dangers which, when combined, create *Accident Potential*. Risk is essential to adventure experiences!, but must be managed.

**Danger**—gives rise to risk and when combined create *Accident Potential*. There are 3 types of dangers:

1. Environmental Dangers – potentially unsafe environmental conditions
2. Participant Dangers—potentially unsafe acts by participants
3. Leadership Dangers—potentially unsafe errors by instructors

Objective Hazards		Subjective Hazards			
Altitude	Animals	Cooking	Lost	Assumptions	Distracted
Cold	Heat	Poor Hygiene	Technique	Fatigue	Stress
Falling Trees	Insects	Rushing	Unsafe	Complacency	Supervision
Illness	Terrain	Failure to Follow Directions	Decision Making		
Weather	Vehicles	Lack of Preparedness	Carelessness		
Currents	Fires/ Stoves	Exceeding Ability	Unconscious Incompetence		

**Accident Potential**—is the result of the combination of dangers at any given moment. There is *always* Accident Potential. As danger factors from the environment, participants, and leaders combine or increase, so does the *Accident Potential*.



Outdoor Adventures trip leaders should present the Accident Potential Model at each pre-trip meeting to ensure participants are aware of inherent risks and potential dangers on the trip. The model may also be used as a tool by trip leaders and participants on the trip itself to make references to changes in *Accident Potential* and thus assist in increasing danger awareness decision making.

### Managing Hazards

**Managing hazards** is a continuous process that begins when participants arrive and ends when they leave. For a safe trip, you MUST design your trip's activities planning to take into account the outdoor, educational, and human skills of your staff team as well as the outdoor and human skills of your participants. You MUST accurately assess the trip location's hazards and plan to neutralize them using available resources. Use guide books and other written materials to help locate both hazards and safe zones in unfamiliar terrain. Managing hazards at a particular location can be subdivided into 1) **Stationary Site Management** 2) **Moving Site Management** and 3) **Transitions** between Stationary and Moving Sites. Instructor *positioning strategies*—and often your participants position—during an activity is crucial to safely managing the site's hazards.

#### Stationary Sites

- Known hazards and safe zone
- Fixed and clearly defined boundaries
- Instructors MAY challenge participants to the point of skill failure.
- Stationary Sites minimize actual risk
- Position yourself to respond quickly to participant mistakes
- Participants should be in a safe zone or moving in a predetermined and controlled manner
- PREVENT a Stationary Site from becoming an *unplanned* Moving Site
- Examples— Climbing a top roped rock climbing route, running a scouted rapid while canoeing a river, or traversing a snowfield while backpacking

#### Moving Sites

- Unknown hazards and safe zones
- Changing boundaries and conditions
- DO NOT challenge participants to the point of skill failure.
- Moving Sites provide less control for instructor and have increased actual risk.
- Communication maybe difficult due to increased distance between staff and participants
- Position yourself to respond quickly to participant mistakes
- Lead / Sweep is a common positioning strategy and transition into Lead / Lead or Far Lead/ Lead before risk increases
- Leapfrog to turn a Moving Site into a lower risk Stationary Site when appropriate
- Examples— Paddling a river, backpacking a trail, or bike touring on a path

#### Transitions

- Must occur in safe zones
- Frame and close activities in safe zones.
- Staff MUST check-in before each framing and closing
- Position yourself to anticipate potential hazards and lead participants safely from safe zone to safe zone. Leapfrog when appropriate
- Examples— Prior to entering a rapid or after running the rapid.