

**Chancellor's University Safety Committee (CUSC) Meeting**  
**May 15, 2018 - 3:00-4:00 p.m.**  
**EHS Training Room**

**AGENDA**

- |   |                |
|---|----------------|
| 1. Introductions & Welcome                      | Beth Whitaker  |
| 2. Fiscal Year 2017-8 (3rd Qtr.) Injury/Illness | Yoko Smith     |
| 3. Safety Audit Review                          | Betsy Howe     |
| 4. Old Business                                 |                |
| A. Reports on Progress:                         |                |
| i. CUSC goal – Use of Near Miss Reporter        |                |
| ii. Heads Up! campaign                          |                |
| B. Other old business                           |                |
| 5. New Business                                 |                |
| A. Emergency planning & preparedness update     | Mark Robertson |
| B. Vice Chair Election                          |                |
| C. 2018-19 Meeting Dates determination          |                |
| D. Meeting Room determination for 2018-19       |                |
| E. Goal review next meeting                     |                |
| F. Resource: School of Natural Resources        | Steve Thomas   |
| G. Other new business                           |                |
| 6. Adjourn                                      | Beth Whitaker  |

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

- July 17, 2018 (Injury/Illness & Safety Audit reports (April-June 2018))

**Proposed Meetings for 2018-19**

- September 18, 2018 OPEN FORUM Nebraska City Union
- November 20, 2018 (Injury/Illness & Safety Audit reports (July-September 2018))
- January 15, 2019 (Injury/Illness & Safety Audit reports (October-December 2018))
- March 26, 2019 OPEN FORUM Nebraska East Union
- May 21, 2019 (Injury/Illness & Safety Audit reports (January-March 2019))
- July 16, 2019 (Injury/Illness & Safety Audit reports (April-June 2019))

Goal FY 2017-18:

*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” or potentially unsafe practices with this information to be used for educational purposes university-wide.*

**Chancellor's University Safety Committee Meeting**  
**Meeting Minutes**  
**May 15, 2018 • 3:00 - 4:00 p.m.**  
**EHS Training Room**

The meeting was convened at 3:00 p.m. by Beth Whitaker standing in for Chair Kyle Hansen (CREC)/Vice Chair Brent Freeman. Members present introduced themselves.

**Members:** Eileen Bergt (Landscape Services), Mark Robertson (UPD Emergency Management), Loren Swanson (Utilities), Alan Boldt (BSE), Michael Straatmann (Libraries), Barb McCain (Housing Dining), Sara Frizzell (Research Compliance), Pat Dussault (Chemistry), Lynn Doser (Sheldon Museum of Art), Nolan Golgert (College of Architecture), Mike Livingston (Agronomy & Horticulture), Larry Schmid (Central Housing Facilities), Steve Thomas (SNR), Betsy Howe (EHS support), Yoko Smith (EHS support)

**Remote attendance via Zoom:** Gabe Hampton (FMP-BSM), Christine Weitzel (UNOPA)

**Safety Committee Chairs:** Andy Smriga (Nebraska Unions), Kyle Broderick (Plant Pathology)

### **FY 2017-2018 (3rd Quarter) INJURY INCIDENT REPORT**

There were fifty-five (55) First Reports of Injury (FRIs) received by Environmental Health & Safety (EHS) for injuries occurring between January 1 and March 31, 2018. Thirty (55%) were OSHA-Recordable, considered potentially more serious. Twelve (22%) of the OSHA-Recordable incidents resulted in lost time, that is, that required employees to be off work, transferred to a different job, or have restricted duties. Injury reporting included a breakdown of OSHA-Recordable incidents by age, a breakdown by Event/Exposure and Worker Type, and an overview of OSHA-Recordable injuries and illnesses including department/date/incident detail.

For discussion, Yoko Smith provided information on heat exposure incidents at UNL since 2011. Workers tend to associate heat exposures to outdoor activities, but heat exposure can occur indoors.

Discussion by the committee focused on steps to prevent overheating. The following are steps taken by UNL departments represented by those in attendance:

- Landscape Services workday begins/ends earlier during summer months and the earlier schedule may extend into fall depending on weather, hydration is stressed, employees work in teams so they can monitor each other.
- Plant Pathology starts field spraying very early in the day.

- Agronomy & Horticulture emphasizes awareness of the manifestation of heat stress and emphasizes hydration starting the day before being in the heat.
- Utility Plant employees work in the heat year around and stress awareness and not going into particularly high heat areas when working alone.
- Mark Robertson reported that during one football game in a recent year there were over 300 heat-related illnesses. Temperatures are monitored closely on game day because with the number of people in the stadium the temperature on the field can easily be over 100 degrees when ambient temperature is in the 70s. Mark mentioned acclimation as a factor reducing the likelihood of overheating.

### **FY 2017-2018 (3rd Quarter) SAFETY AUDIT HIGHLIGHT**

Safety and compliance audits are conducted of all spaces at UNL on a schedule, based on identified hazards and regulatory requirements. Audited in full or in part by EHS staff members during the quarter January 1 – March 31, 2018 were 41 buildings (list provided).

Betsy Howe provided information on Power Strips/Surge Suppressors. Power strip/surge suppressor deficiencies are commonly found in all space usage types.

### **OLD BUSINESS**

#### **Reports on Progress: CUSC Goal, Heads Up! Campaign**

Betsy Howe reported that use of the Near Miss/Close Call Reporter continues to increase but the reporting numbers are not as high as one would expect given the number of employees. Encouragement to report near misses needs to continue. Beth Whitaker reported that she hands out the business-card size reminder extensively.

Brainstorming occurred for the *Heads Up!* Campaign leading to the following ideas:

- Downtown Lincoln has a “pocket points” program where students get points for not having their phone out. Points are redeemable for a free coffee coupon. Beth encouraged the group to think about how to implement this or something similar on campus.
- Develop “good behavior” cards to be handed out when observing people NOT engaging in distracted walking.
- Investigate cost to put an ad on the side of a city bus and secure a sponsor to cover the fee.
- The idea of including *Heads Up!* information as part of new student orientation was proposed but those with experience trying to get content added to/distributed as part of new student orientations indicated this is not viable as students already are inundated with information.

- UNL PD pushes out information on wexting (walking and texting) during high traffic times to let the campus community know that a person wexting is a great target for crime. This aspect could be emphasized more in publicity/discussions.
- Digital signage boards were mentioned. The *Heads Up!* graphics are available to users but content displayed is determined by those in charge of the individual display boards. Graphics have been noted as some locations.
- Students are used to safety information dissemination in classrooms at all levels until they get to college. ASUN might be willing to partner with the CUSC to work on ways to get students more involved in the *Heads Up!* campaign and engaged with the concept of avoiding distracted walking/driving/bicycling. Beth will follow up with ASUN.
- Staff members have been observed engaging in distracted walking/driving/bicycling. Members are asked to think of better ways to reach and engage UNL staff.

Beth challenged all CUSC members to consider the above ideas and come prepared to the next meeting with implementation ideas.

There was no other Old Business.

## **NEW BUSINESS**

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

Mark Robertson reported that Alertus is now up and running on all general purpose classroom computers. In addition, some departments have been requesting Alertus on all their computers. Any area can make such a request through their IT support, with Alertus available on SCCM, an area familiar to IT support.

Mark indicated that there is an outreach effort by University Police to research facilities and extension offices that will include onsite presentations each year.

After outreach to the National Weather Service, UNL Emergency Management receives direct support from all NWS offices in Nebraska not just the local Omaha one.

Training and exercises are being held to gear up for football and other large events in the coming year.

### **Vice Chair Election**

Michael Straatman volunteered as candidate for Vice Chair. Lynn Doser moved and it was seconded that nominations cease. Michael was unanimously voted in as Vice

Chair of the CUSC, replacing Brent Freeman who moved into the position of Chair when Kyle Hansen's 2-year term expired.

### **Meeting Dates Review for 2018-19**

A typo in the list provided was corrected by Pat Dussault. Dates are to remain the third Tuesday of every two months with the exception of March when the third Tuesday falls during spring break:

- September 18, 2018 OPEN FORUM Nebraska City Union
- November 20, 2018 (Injury/Illness & Safety Audit reports (July-September 2018))
- January 15, 2019 (Injury/Illness & Safety Audit reports (October-December 2018))
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### **Meeting Location for 2018-19**

Betsy Howe was asked to conduct a Doodle poll to determine member preference for meeting location of all regular meetings except the Open Forum ones which will continue to alternate between City and East Campus Unions. The choices are EHS Training Room or UNL PD Conference Room. Results will be presented at the July meeting. The July 2018 meeting will be held at the UNL PD Conference Room as previously planned.

### **Goal Review Next Meeting**

It is time for the periodic review of the CUSC goal. Beth asked all members to review the current CUSC goal and consider whether there are changes/updates needed or the goal is still valid:

Goal FY 2017-18:

*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" or potentially unsafe practices with this information to be used for educational purposes university-wide.*

### **Safety Committee Resource**

Steve Thomas spoke about the safety aspects of the School of Natural Resources Safety and Facilities Committee. The committee is fairly large with 18 members and three liaisons (EHS and Emergency Preparedness).

Annually the committee has been conducting fire drills, with periodic substitution/addition of a tornado drill. The first year it was a bit difficult to get buy-in but now the drills are expected. Efforts are made to conduct the drills on a day when there are fewer classes in Hardin Hall. Professors are told of an upcoming drill that would shorten their class period. Faculty and staff alike have been very supportive. The date/time of the fire drill is posted so that those who will not be in the building at that time can think about their actions in the event of a fire or tornado.

The committee works with the local fire department to do a sweep of the building as if the drill were a real fire. Response is tracked, e.g., do people leave the building, tell others not to enter the building, know where to gather once outside the building. For tornado drills, the tornado shelter areas are monitored. Overall, the response rate is very good with almost everyone leaving the building in a fire drill and moving to the tornado shelter in a tornado drill.

The committee has an advantage in conducting such drills as they occupy most of Hardin Hall with a few exceptions. Those not part of the School of Natural Resources do voluntarily participate.

The building emergency plan on file with the Police Department was tested in the recent past when there was an incident of suspected hazardous chemical release. The plan worked well. The safety committee regularly reviews the plan and updates it. While faculty and staff who are often in their offices are included as floor monitors, the concept is widely shared that it is everyone's responsibility to not only respond themselves but to make others on their floor aware of emergency situations since the designated floor monitors are not always in their offices.

At faculty meetings 5-10 minutes is dedicated to discussion of some aspect of safety. That part of faculty meetings is so ingrained that now if the meeting chair forgets the safety tidbit other faculty members ask about the meeting's safety topic. In fall and spring orientations the safety committee includes a safety component for all faculty and graduate students.

Mark Robertson stated and Steve Thomas agreed that something new is learned with each drill. Mark suggested that those who have been conducting fire drills for years might consider adding a component, e.g., blocking one exit with caution tape so those leaving need to find an alternate way out of the building.

Lynn Doser stated that The Sheldon Museum of Art conducts a tornado drill the first Wednesday of each month when the siren goes off. All staff and visitors must move to the designated tornado shelter area.

Brent Freeman will present at the next meeting.

There was no other New Business.

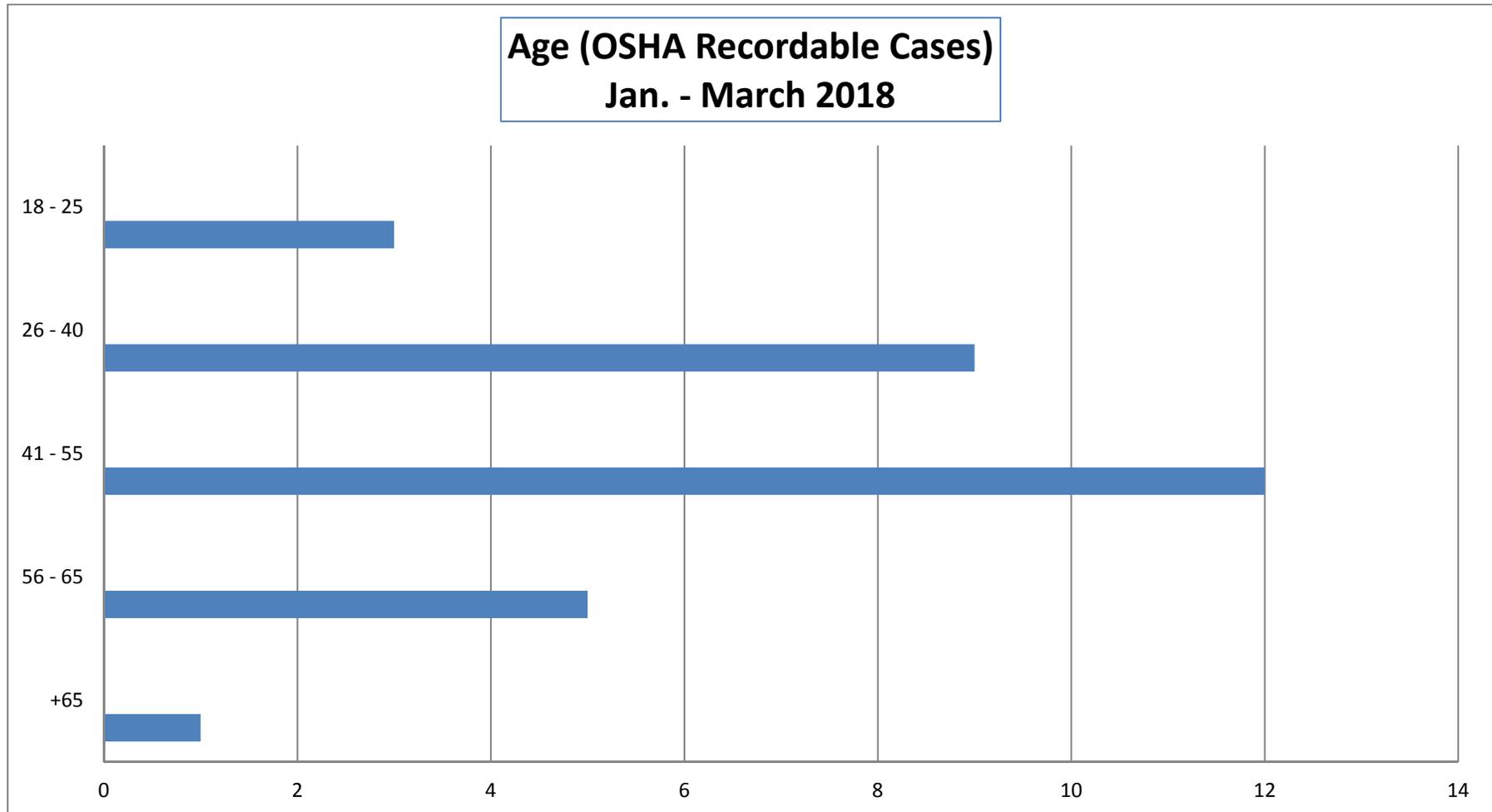
## **CLOSING REMARKS**

The next meeting will be on July 17, 2018, from 3:00 – 4:00 p.m. at the UNL Police Conference Room. Members were reminded to think about promoting *Heads Up!*, either in ways mentioned or other ways before the next meeting. Stand-in Chair Beth Whitaker adjourned the meeting at 4:05 p.m.

## CUSC Workers Compensation Incident Report (Jan. – March 2018)

As of March 31, 2018, fifty-five (55) FRIs were received for injuries occurring between January 1 and March 31, 2018.

- Fifteen (15) or 27 % were “report only” (no medical treatment sought).
- Ten (10) or 18 % were not OSHA-recordable, meaning they were minor in nature (requiring only one visit to clinic without prescription medication).
- Thirty (30) or 55 % were classified as recordable, and are considered potentially more serious. Of those recordable incidents, twelve (12) 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.



**OSHA Recordable Incidents from January - March 2018 Event/Exposure by Worker Type**

	Food Service	Building Maintenance	Shop/ Mechanic	Construction	Sports/ Coach	Custodial	Lab	Office	Animal Handler	Agriculture/ Landscape	Material Handling	Totals
Overexertion in lifting/ carrying									1 (Fatigue/ stress)	1 (Fatigue/ stress)	1 (Deviation from protocol)	3
Fall	1 (Weather)	1 (Weather)			1 (Environment - Other)			3 (Uneven terrain, weather)		1 (Uneven terrain)	1 (Weather)	8
Slips, trips without fall						2 (Housekeeping)		1 (Inattention)		1 (Uneven terrain)	1 (Hidden terrain)	5
Struck by /Struck against	3 (PPE available but not used, housekeeping, location/ position problem)		1 (Inadequate procedure)	1 (Engineering control not available)	1 (Equipment failure)		2 (Inattention, PPE needed but not available)			1 (PPE needed but not available)		9
Caught in/ Crushed by								1 (Inattention)				1
Repetitive Motion						1 (Fatigue/ stress)		1 (Location/ position problem)				2
Transportation Related		1							1 (Deviation from protocol)			2
<b>Totals</b>	4	2	1	1	2	3	2	6	2	4	3	<b>30</b>

## Occupational Heat Exposure

As the summer months approach, we must be mindful and try to avoid becoming the victims of occupational heat exposures. We tend to associate heat exposures to outdoor activities, but there have been some instances at UNL when a worker became overheated while working indoors. Following are a few heat related incidents that have happened at UNL since 2011.

### Heat Exposure Incidents at UNL

Type of Employment	Summary
Agriculture	Employee performed ultrasound exams on cattle in non-air-conditioned areas for five hours and suffered heat exhaustion.
Material Handling	Employee experienced heat exhaustion while working in a warehouse. It was extremely hot on the day the incident happened, and the warehouse was not air-conditioned.
Food Service	Employee became unconscious because of heat exhaustion in the kitchen and fell.
Agriculture	Employee became light headed and disoriented while working outdoors on a very hot day. The employee was pulling the heads of plants in the field when they became ill.
Mechanic	Employee fainted while working on a vehicle on a very hot day. The employee bruised their right elbow.
Retail (Concession)	Employee became ill on a very hot day while working at a concession stand. The employee fell and bruised their right elbow.
Office	Employee spent hours managing a graduation ceremony at Pinnacle Arena parking lot and fainted.
Laboratory	Employee had difficulty breathing and became dizzy when the HVAC system was out of order in the building because of a storm. The room temperature was around 85 F and there was no air movement in the rooms.
Agriculture	Employee felt dizzy while manually hoeing weeds in a field plot. The employee fainted and fell to the ground, hitting their head on the ground.

### Discussion

1. Does your department have possibilities for workers overheating? As you can see in the table above, heat exposures are not limited to outdoor work.
2. What can your department do to prevent overheating? Most of the above listed incidents happened because employees: did not drink enough for the hot conditions; were tired from the previous day's activities; did not take frequent breaks and continued working for hours in a hot environment; did not have shade while working outdoors. OSHA's campaign to keep workers safe in heat is "Water. Rest. Shade"

### Online Reference

OSHA Occupational Heat Exposure

<https://www.osha.gov/SLTC/heatstress/index.html>

### Safety Audit Overview (January 1 – March 31, 2018)

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 past quarter, some or all areas within 41 buildings were audited:

Agricultural Warehouse No. 1	Home Economics Building
Agricultural Warehouse No. 2	Insectary Building
Agron & Hort Forestry Shop	Keim Hall
Agron & Hort Outstate Testing Lab	Kiesselbach Crops Research Laboratory
Andrews Hall	Love Library North & Link
Animal Sciences Complex	Love Library South
Baker Hall	Manter Hall
Bio-Fiber Development Lab	Morrison Life Sciences Research Center
Beadle Center	Nebraska Hall
Benton Hall	Nebraska Union
Bessey Hall	Othmer Hall
Business Services Center	Pershing Military & Naval Science B
Burnett Hall	Plant Pathology Greenhouse
Conservation & Survey Annex	Plant Sciences Hall
Documents Facility	Ruth Leverton Hall
Entomology	Scott Engineering Center
Food Innovation Center	Stewart Seed Laboratory
Food Industry Complex	USDA Physiology Building
Forage Research Lab - ARS	Veterinary Basic Science Building
Hamilton Hall	Whittier Building
Hazardous Materials Facility	

### 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.
<b>Power strips/surge suppressors should be UL-listed</b>
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. <b>UL Listing means</b> that UL (Underwriters Laboratories) has tested representative samples of the product and determined that it meets standards. UL is an accredited standards developer in the US and Canada, currently extending its global public safety mission, partnering with national standards bodies in countries around the world. FM Approvals are issued by 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.

### **Power strips/surge suppressors limitations**

Power strips are designed for use with a number of low-powered loads, such as computers, peripherals, or audio/video components. Power loads are addressed by OSHA 29 CFR 1910.304(b)(2), *Outlet devices*: "*Outlet devices shall have an ampere rating not less than the load to be served.*" Power strips are not designed for high power loads such as space heaters and microwave ovens, which can easily exceed the recommended ampere ratings on many power strips. They must also meet the requirements of 1910.305(g)(1), *Use of flexible cords and cables*. For example, the flexible power cord is not to be routed through walls, windows, ceilings, floors, or similar openings.

#### 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) <https://www.ul.com/aboutul/what-we-do/>
- FM Approvals (information on products FM certifies, standards development and more) <http://www.fmapprovals.com/>
- OSHA requirements <https://www.osha.gov/laws-regs/standardinterpretations/2002-11-18>