

Chancellor's University Safety Committee (CUSC) Meeting
July 17, 2018 - 3:00-4:00 p.m.
UNL PD Conference Room

AGENDA

1. Introductions & Welcome Brent Freeman
2. Fiscal Year 2017-8 (4th Qtr.) Injury/Illness Yoko Smith
3. Safety Audit Highlight Yoko Smith
4. Old Business
 - A. Reports on Progress: CUSC Goal
 - B. Heads Up! campaign:
 - i. Develop a "pocket points" program?
 - ii. "Good behavior" cards to hand out?
 - iii. Cost to put an ad on side of city bus (Kyle Broderick)?
 - iv. How emphasize more the personal safety implications of wexting?
A new Really Obvious to promote?
 - v. How to encourage more digital signage display?
 - vi. ASUN involvement (Beth Whitaker)?
 - vii. How to better reach staff (UAAD & UNOPA reps)?
 - C. Other old business
5. New Business
 - A. Emergency planning & preparedness update Mark Robertson
 - B. Doodle Poll Results – meeting location
 - C. Goal review
 - D. Resource: Nebraska Unions Brent Freeman
 - E. Other new business
6. Adjourn Brent Freeman

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

- September 18, 2018 OPEN FORUM Nebraska City Union

Meetings for 2018-19

- 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
July 17, 2018 • 3:00 - 4:00 p.m.
UNL PD Conference Room

The meeting was convened at 3:00 p.m. by Brent Freeman. Members present introduced themselves.

Members: Eileen Bergt (Landscape Services), Mark Robertson (UPD Emergency Management), Lynn Doser (Sheldon Museum of Art), Larry Schmid (Central Housing Facilities), Kyle Hansen (CREC), Beth Whitaker (School of Biological Sciences), Paula McKillip for Casadi Johnson (UAAD), Brenda Osthus (EHS), Yoko Smith (EHS support)

Remote attendance via Zoom was not possible due to technical difficulties.

Safety Committee Chair: Kyle Broderick (Plant Pathology)

FY 2017-2018 (4th Quarter) INJURY INCIDENT REPORT

There were sixty-nine (69) First Reports of Injury (FRIs) received by Environmental Health & Safety (EHS) for injuries occurring between April 1 and June 30, 2018. Twenty-five (36%) were OSHA-Recordable, considered potentially more serious. Thirteen (22%) of the OSHA-Recordable incidents resulted in lost time, which 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.

Yoko Smith provided information on Laboratory Work Practices, Personal Protective Equipment (PPE) and Engineering Controls. Brenda Osthus emphasized that PPE and Engineering Controls are applicable to many different work areas, not just laboratories.

There was discussion on the OSHA-Recordable injury incident rate information presented for the years 2012 - 2017. Clarification was requested on how rates are determined in order to compare statistics across areas with differing numbers of workers/hours worked. Osthus explained that the injury rate calculation provides a normalized number (number of injuries per 100 FTE), allowing comparison across all groups.

FY 2017-2018 (4th 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. 46 buildings were audited

in full or in part by EHS staff members during the quarter April 1 – June 30, 2018. Yoko Smith briefly reviewed Laceration Hazards, the topic highlighted this quarter, in particular as it relates to reported injury incidents from improperly disposed glassware and sharps.

There was discussion that now a plastic box cutter, ergonomically designed, with recessed protected blade is available. This design is touted to reduce both employee injuries and damage to goods inside the box being opened.

OLD BUSINESS

Reports on Progress: CUSC Goal, Heads Up! Campaign

Discussion on the CUSC Goal centered around the idea that collectively we have made progress in terms of communication to the campus community regarding trying to cultivate a safer campus culture, but there is still work to do. Specifically the committee and individual members need to focus more on communicating the importance of reporting near misses and educating the campus community on how to recognize what near misses are.

Follow-up on the *Heads Up!* Campaign ideas proposed at the May meeting:

- *Investigate cost to put an ad on the side of a city bus and secure a sponsor to cover the fee.* Rates for bus advertising were found to be very expensive. Ability to find funding is unlikely so this project is tabled.
- *Digital signage boards. The Heads Up! graphics are available to users but content displayed is determined by those in charge of the individual display boards.* Brent Freeman will discuss next steps with the Student Involvement marketing team to integrate the campaign campus-wide on digital signage.
- *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 Whitaker had been in contact with ASUN. Once classes begin in August she will reach out to the ASUN representative who we would work with on helping the CUSC promote the *Heads Up!* Campaign.

There was no other Old Business.

NEW BUSINESS

Emergency Planning & Preparedness Update

Mark Robertson yielded to Brent Freeman's presentation as his presentation directly relates to emergency planning and preparedness.

Doodle Poll Results

Doodle poll results were presented (11 indicated no preference for location; 4 prefer EHS training room on east campus; 1 prefers UNLPD conference room on city campus). Brent informed the group that upcoming meeting location would be sent out by Betsy in the near future based on these results. Meetings not Open Forum and held on an alternating basis at the two Nebraska Unions in March and September will be held at the EHS Training Room for the 2018-19 year.

Goal Review

Goal review was postponed until the next regular meeting in September. All members are asked to think about whether the current goal is still valid or needs to be changed.

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

Brent Freeman presented the process that the Nebraska Unions went through to develop an updated emergency preparedness plan. The main theme of the presentation was that Mark Robertson and his team played a key role in this process. The plan has been very successful since it has been implemented. Brent encouraged anyone who has not reviewed their emergency preparedness plans recently to consider doing so and to include Mark and his team in the process.

Eileen Bergt, Landscape Services, will present at the next meeting.

There was no other New Business.

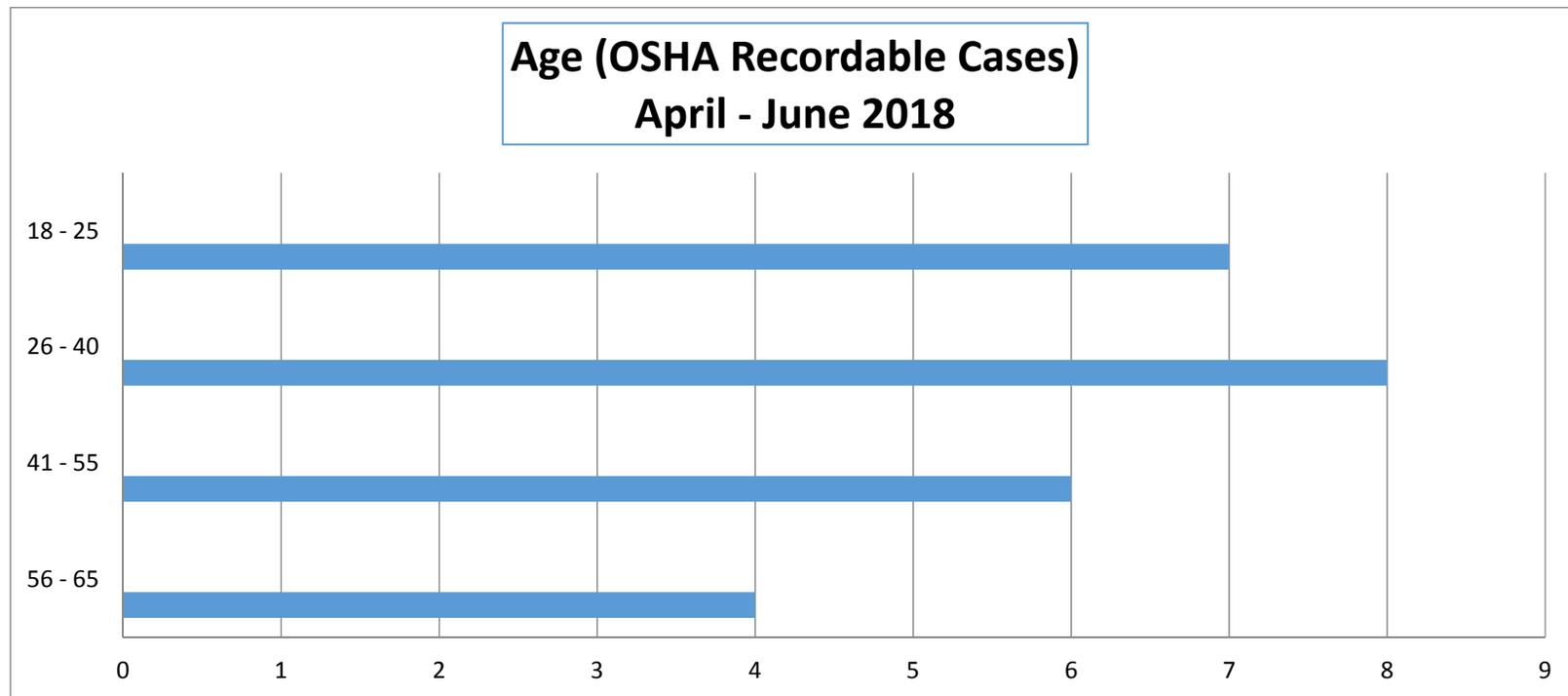
CLOSING REMARKS

The next meeting will be on September 18, 2018, from 3:00 – 4:00 p.m. at EHS Training Room. Brent adjourned the meeting.

CUSC Workers Compensation Incident Report (April - June 2018)

As of June 30, 2018, 2018, sixty-nine (69) FRIs were received for injuries occurring between April 1 and June 30, 2018.

- Twenty-six (26) or 38% were “report only” (no medical treatment sought).
- Eighteen (18) or 26 % were not OSHA-recordable, meaning they were minor in nature (requiring only one visit to clinic without prescription medication).
- Twenty-five (25) or 36 % were classified as recordable, and are considered potentially more serious. Of those recordable incidents, fifteen (15) 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 April - June 2018 Event/Exposure by Worker Type

	Food Service	Building Maintenance	Shop/Mechanic	Sports/ Coach	Custodial	Lab	Office	Animal Handler	Agriculture/Landscape	Material Handling	Totals
Fall					1 (Housekeeping)					2 (Inattention, housekeeping)	3
Slips, trips without fall			1 (Inattention)		1 (Weather conditions)				1 (House-keeping)		3
Struck by /Struck against		1 (PPE used but improper)	1 (PPE available but not used)	1 (Unable to determine cause)	1 (Engineering control available but not used)			2 (Equipment design flow, weather conditions)	1 (Inattention)		7
Overexertion in Lifting								1 (Inadequate procedure)		1 (Deviation from protocol)	2
Overexertion in holding, carrying					1 (Deviation from the protocol)			1 (Inadequate procedure)			2
Overexertion in pushing/pulling									1 (Engineering control available but not used)	1 (Location problem)	2
Bending, Climbing, Crawling, Reaching, Twisting	1 (Location problem)	1 (Location problem)									2
Assault by Animals								1 (Improper engineering control)			1
Transportation Related							1 (Unable to determine cause)				1
Exposure to Harmful Substance						2 (PPE)					2
Totals	1	2	2	1	4	2	1	5	3	4	25

Laboratory Work Practices, Personal Protective Equipment and Engineering Controls

On May 24, 2018, two student workers were injured when a waste bottle of nitric acid over-pressurized and ruptured in a laboratory. Both workers sustained lacerations and chemical burns. Another student worker who was working in a lab next to the lab where the incident happened assisted the injured workers and first responders and felt irritation of the forearm skin and airway.

1. The two student workers who were directly affected by the chemical incident were wearing gloves, but not lab coats, long pants, closed toe shoes or eye protection. Standard lab attire should consist of pants or skirts that cover the entire legs to the ankles, closed-toe shoes that cover the top of the feet and lab coat that covers the upper torso and arms. When there is a potential for chemical splash, eye protection, preferably safety goggles, should be worn. Gloves made with materials that are compatible to the chemicals used in the lab should be used.
2. The waste bottle was stored and handled in a fume hood. However, when the incident happened, the fume hood sash was wide open. Had the sash been lowered, it is like that the majority of the incident would have been confined to the hood.
3. The worker who was working in an adjacent lab went into the lab where the incident happened without knowing what hazards were present. Fortunately the worker who helped injured workers was not seriously injured.
4. Waste containers within the hood were not labeled. It is likely that fuming nitric acid and an organic solvent were mixed together resulting in a violent reaction.

How do you know what personal protective equipment (PPE) and engineering control are needed for your workers and used properly?

1. Conduct job safety assessments (<https://ehs.unl.edu/sop/s-JSA.pdf>). The assessment process will help department identify hazards inherent to worker activities.
2. Set up a virtual manual at <https://scsapps.unl.edu/VirtualManual/>. Your department's Virtual Manual will provide pertinent safe operating procedures and programs. It will indicate what formal training is needed for certain work activities. The Virtual Manual can be used as a part of new employee training.
3. Provide the required PPE and engineering controls. Ensure workers use PPE and engineering control always and properly when required.
4. Provide on-the-job training for laboratory processes. Observe worker practices and provide feedback.
5. Workers that handle chemicals regularly are required to take Chemical Safety Training (<https://ehs.unl.edu/web-based-training#ChemSafe>). There are specific chemical safety training non-laboratory workers who handle chemicals daily. For example, Custodial Services employees can take online training at <https://ehs.unl.edu/web-based-training#CustodialChem>, Housing Department Custodial employees at <https://ehs.unl.edu/web-based-training#HousingCustodial> and Housing Department Dining Services employees at <https://ehs.unl.edu/web-based-training#HousingDining>. Shop workers may take Maintenance Operations: Chemical and General Safety at <https://ehs.unl.edu/web-based-training#MaintOp>.

6. Are workers familiar with emergency procedures? Emergency procedures should be a part of employee training and new employee orientation. Workers who work with corrosive chemicals should be familiar with the nearest locations of an eye wash and an emergency shower. A spill response kit should be available in a laboratory with corrosive chemicals and workers should be familiar with its use. Workers should be familiar with where the tornado shelter is or where they are supposed to meet after escape from a fire.

OSHA Recordable Injuries and Lost Time Injuries by Calender Year (2012 - 2017)

Unit		2012		2013		2014		2015		2016		2017	
		Recordable	Lost Time										
Housing	Number	22	11	19	11	20	7	13	3	18	11	30	8
	Rate	4.95	2.47	4.87	2.82	5.17	1.81	3.02	0.70	4.03	2.46	6.55	1.75
Facilities Management	Number	39	17	23	10	8	5	28	15	13	8	27	15
	Rate	9.00	3.92	5.60	2.44	1.93	1.21	6.57	3.52	2.98	1.83	6.37	3.54
University Services	Number	3	2	5	1	2	2	3	2	0	0	2	0
	Rate	1.82	1.21	3.45	0.69	1.45	1.45	2.09	1.39	-	-	1.44	-
Animal Science	Number	9	6	3	1	5	2	5	3	6	2	3	2
	Rate	8.54	5.69	2.86	0.95	4.67	1.87	4.16	2.50	4.80	1.60	2.21	1.47
Extension Centers	Number	23	14	22	10	24	7	17	4	24	8	18	10
	Rate	6.84	4.16	7.28	3.31	8.13	2.37	5.22	1.23	9.37	3.12	6.83	3.79
Nebraska Union	Number	2	2	0	0	2	1	3	2	1	0	1	0
	Rate	3.99	3.99	-	-	3.99	2.00	5.73	3.82	1.84	-	1.92	-
Agronomy/Horticulture	Number	4	3	7	0	3	1	3	0	4	1	2	0
	Rate	2.13	1.60	4.05	-	1.65	0.55	1.45	-	1.90	0.47	0.96	-
Campus Recreation	Number	2	2	0	0	2	2	4	2	3	1	2	1
	Rate	1.73	1.73	-	-	1.78	1.78	2.94	1.47	2.17	0.72	1.43	0.72
Athletics	Number	9	2	13	6	7	1	6	2	6	2	10	2
	Rate	2.42	0.54	3.58	1.65	1.87	0.27	1.45	0.48	1.43	0.48	2.24	0.45
Other Departments	Number	52	17	36	11	41	8	43	11	41	13	37	16
	Rate	0.87	0.29	0.70	0.21	0.79	0.15	0.77	0.20	0.70	0.22	0.59	0.26
Total	Number	165	76	128	50	114	36	125	44	116	46	132	54
	Rate	2.02	0.93	1.77	0.69	1.57	0.49	1.59	0.56	1.44	0.57	1.55	0.63

Hours Worked (2012 - 2017)

Unit	2012	2013	2014	2015	2016	2017
Housing	889,294.96	780,536.31	773,372.06	862,137.45	893,974.15	916,279.95
Facilities Management	866,360.99	820,852.97	829,785.44	852,375.04	872,833.68	847,561.66
University Services	329,845.86	289,747.17	276,120.63	287,120.62	289,321.11	278,410.64
Animal Science	210,885.20	209,640.49	213,914.48	240,140.21	249,885.14	271,979.72
Extension Centers	672,552.27	604,622.07	590,349.85	651,694.03	512,470.29	527,117.26
Nebraska Union	100,307.65	88,121.50	100,195.53	104,715.20	108,843.99	104,319.80
Agronomy/ Horticulture	375,801.67	346,057.57	364,179.75	414,493.99	421,102.36	415,717.79
Campus Recreation	231,338.22	221,595.01	225,122.23	271,654.00	276,953.83	279,237.84
Athletics	745,280.94	726,454.41	750,512.04	828,928.82	837,450.94	890,920.14
Other Departments	11,904,131.65	10,356,721.12	10,425,297.62	11,195,499.42	11,641,130.23	12,500,476.41
Total	16,325,799.41	14,444,348.62	14,548,849.63	15,708,758.78	16,103,965.72	17,032,021.21

Safety Audit Overview (April 1 – June 30, 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 46 buildings were audited:

Alexander Building	Fleming Fields Park
Andersen Hall	Food Innovation Center
Animal Sciences Complex	Insectary Building
ARDC (now ENREC) NE Fire Shop	Keim Hall
Baker Hall	Kiesselbach Crops Research Laboratory
Beadle Center	Larsen Tractor Museum
Behlen Laboratory	Larsen Tractor Museum – Behlen Building
Bessey Hall	Mabel Lee Hall
Brace Laboratory	Mabel Lee Fields IPC
Boat House	Mabel Lee Fields Pressbox
Benton Hall	Manter Hall
Bessey Hall	Morrison Life Sciences Research Center
Campus Rec 2 Cather Tennis Court	Natural Resources Research Annex
Campus Rec 3 Whittier Fields	Nebraska East Union
Campus Rec 7 Mabel Lee Fields Ticket Booth	Othmer Hall
Campus Rec Leadership Training Center	Outdoor Adventures Center
Chase Hall	Plant Sciences Hall
College of Business Howard L Hawks Hall	Sapp Recreation Facility
Colliseum	Scott Engineering Center
Cook Pavilion	Theodore Jorgensen Hall
Entomology	Veterinary Basic Science Building
Fleming Fields Annex Building	Water Sciences Laboratory

Laceration Hazards

Improper use, maintenance and disposal of sharps, including glass either intact or broken, can lead to laceration injury. Being cut or impaled by a sharp object is a hazard that could be associated with machines, tools, equipment, or supplies that are ordinarily used in the workplace. A hazardous situation might be created by activities or tasks conducted, or debris created from activities or tasks. Hazards might also occur from the positioning or layout of the workspace, or location of persons within the workplace.

Ancillary equipment to prevent lacerations, amputations, etc. should be available, maintained in good condition, and used by workers.

- Tools such as push sticks for food processor, slicer, etc, in kitchens and push sticks in shops to use when cuts are to be made that would position hands closer than 6" to blade help prevent laceration or other injury.

<ul style="list-style-type: none"> • Cut-resistant gloves should be available and used for manual tasks that present a cut hazard. They are generally not recommended for use when using power cutting tools.
<p>Guards must be in place (kitchen equipment, shop equipment)</p>
<p>All powered equipment safeguarding must be in place during operation. Clearing jams, servicing or repair should not occur when the equipment is energized. Guards should be maintained in good condition.</p>
<p>Sharps must be properly managed.</p>
<p>This can refer to handling/disposal of broken or intact glass, regardless of use area. It also applies to any sharps such as needles, razor blades, knives, etc. For example,</p> <ul style="list-style-type: none"> • Razor blades and needles should not be left lying on surfaces, rather containerized in a “sharps” container after use. • Knives should be kept sharp so excessive force is not required for use. Cut on a stable surface. Do not leave knives in an unattended sink. Store knives properly using a magnet strip holder specially designed drawer tray, or a knife block. • Blades of box cutters must be retracted when not in use. When using a box cutter do not position yourself in the path of the blade if it should slip. • Sharp items such as nails, wire, tacks, scrap metal should not be left lying around for a worker to inadvertently step on. • Needles must not be bent, sheared, broken, recapped or otherwise manipulated by hand before disposal.
<p>Use the correct tool for the task. Handle carefully.</p>
<ul style="list-style-type: none"> • Use the proper tool for the task, for example, open boxes using a box cutter designed for this task rather than scissors or a knife. • When washing a knife use a sponge or dishcloth to clean the blade on both sides and wipe away from yourself. Laying the knife on a flat surface and wiping each side individually will provide extra protection from being cut. • Carry a knife with the blade pointing downward, cutting edge away from you. • To pass a knife to someone, put the knife down on the work surface and let the other person pick it up. • Don't leave any “sharp” near the edges of tables/countertops/benchtops where they can be easily brushed off.

EHS has developed a “Glass Disposal” safety poster to help raise awareness of how to properly dispose of a variety of glass items. View this poster online at <https://ehs.unl.edu/safety-posters>. Hard copies are available upon request.

Resources:

- EHS Safe Operating Procedure **Sharps – Handling and Disposing**
https://ehs.unl.edu/sop/s-bio-sharps-handling_disposing.pdf
- EHS Safe Operating Procedure **Sharps Use and Handling With Livestock**
https://ehs.unl.edu/sop/s-sharps_use_%26_handling_livestock.pdf

- EHS Web-Based Training ***Personal Protective Equipment***
<https://ehs.unl.edu/web-based-training#PPE>
- University of Windsor "*Knife Safety*"
<http://www1.uwindsor.ca/safety/sites/uwindsor.ca.hr.safety/files/Knife%20Safety.pdf>

Advertising on StarTran Buses

- **Three Interior Options:**
 - Minimum of 25 buses (out of 51 total) must be purchased for interior signage
 - Prices are figured for advertising in 25 busses
 - **11" x 28"** – Rent is \$30/sign @ 25 signs = \$750/month
 - Plus production costs of \$10/sign
 - 1 month run = \$1,000 total (~\$2000 if on all 51 buses)
 - 5 month (Aug-Dec) = \$4,000 total
 - 6 month (Aug – Jan) = \$3250 total (rent drops to \$20/sign)
 - **11"x56"** – Rent is \$60/sign @ 25 signs = \$1,500/month
 - Plus production costs of \$15/sign
 - 1 month run = \$1,875 total (~\$3,750 if on all 51 buses)
 - 5 month (Aug – Dec) = \$7,875 total
 - 6 month (Aug – Jan) = \$6,375 (rent drops to \$20/sign)
 - **Ceiling wraps (24" x 48")** – Rent is \$100/sign @ 25 signs = \$2,500/month
 - Plus production costs of \$75/sign
 - 1 month run = \$4,375 total (\$8,500 if all 51 buses)
 - 5 month (Aug – Dec) = \$14,375 total
 - 6 month (Aug – Jan) = \$13,125 total (rent drops to \$75/sign)
- **Exterior Sign** – Located on curb side where riders enter bus
 - No minimum, but recommend at least 4 of these signs to maximize awareness
 - **Queen Sign** – Rent is \$300/sign + \$115/sign production costs
 - 1 month run = \$1,660 total
 - 5 month run (Aug – Dec) = \$6,460
 - 6 month run (Aug – Jan) = \$6,460
- Artwork approval to installation takes 10 days
- If desired, we could get the signage back to post at various places around campus. Otherwise they will recycle the signs when done