Chancellor’s University Safety Committee (CUSC) Meeting  
July 16, 2019   -   3:00-4:00 p.m.  
EHS Training Room

AGENDA

1. Introductions & Welcome (3:00 – 3:05 p.m.)  
   Michael Straatmann

2. Old Business
   A. Reports on Progress: CUSC Goal (3:05 p.m. – 3:10 p.m.)
   B. Heads Up! Campaign: (3:10 p.m. – 3:20 p.m.)
      i. Follow up on Digital Signage & ASUN (Brent Freeman)
      ii. Other promotion ideas – internal newsletters, your dept. digital signage, etc.
   C. Tabled from fall: retain/change current goal (3:15 – 3:25)
   D. Other old business

3. New Business
   A. Emergency planning & preparedness (3:25 – 3:35 p.m.)  
      Mark Robertson
   B. Safety in a Greenhouse Setting (3:35 – 3:45 p.m.)  
      Jeff Witkowski
   C. Other new business

4. EHS Reports
   A. Injury Illness (4th quarter 2018-19) (3:45 – 3:50 p.m.)  
      Yoko Smith
   B. Safety Audit Highlight (3:50 – 3:55 p.m.)  
      Betsy Howe

5. Adjourn  
   Michael Straatman

Upcoming Meetings. Location: EHS training room, Warehouse 1, East Campus unless otherwise noted.

- September 17, 2019 OPEN FORUM Nebraska East Union
- November 19, 2019 (Injury/Illness & Safety Audit reports (July-September 2019)
- January 21, 2020  (Injury/Illness & Safety Audit reports (October-December 2019)
- March 17, 2020  OPEN FORUM Nebraska City Union
- May 19, 2020 (Injury/Illness & Safety Audit reports (January-March 2020)
- July 21, 2020  (Injury/Illness & Safety Audit reports (April-June 2020)

Goal FY 2018-19:

*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.*
The meeting was convened at 3:05 p.m. by Michael Straatman. Members present introduced themselves.

**Members In Attendance:** Eileen Bergt (Landscape Services), Mark Robertson (UPD Emergency Management), Mike Livingston (Agronomy/Horticulture), Beth Whitaker (School of Biological Sciences), Jeremy Hiller (SNR), Larry Schmid (Central Housing), Loren Swanson (Utilities), Kyle Hansen (CREC), Stacie Ray (CEHS), Peter Hilsabeck (College of Engineering), Debra Royal (NVDC), Jolene Deinert (Custodial Services), Jeff Witkowski (ARD Greenhouses), Sara Frizzell (Research Compliance), Jody Wood (Institutional Equity & Compliance), Kim Phelps (University Services), Yoko Smith (EHS support), Elizabeth (Betsy) Howe (EHS support)

**Attending Remotely:** Jaime Mayer (ENREC), Gayle Page (Benefits & Risk Management)

**Safety Committee Chairs:** Randi Houghtelling (NCTA); Andy Smriga (East Union)

**OLD BUSINESS**

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

There were no updates on progress toward the CUSC Goal.

Follow-up on the Heads Up! Campaign ideas:
- Digital signage boards. Brent Freeman provided a report on getting individual display of the Heads Up! graphics onto digital signage boards across campus, both academic and auxiliary facilities.
  - There is a Digital Sign Users Listserv that we can email at: DIGITAL-SIGN-USERS@LISTSERV.UNL.EDU. We will need to include in the email the following information:

  **Message Campaign Name:**
  **Message Campaign Start Date and Time:**
  **Graphics Link:**
  **Who is your target audience? Who would you like to see message:**
  **Role:**
All departments that control their own digital signage will receive the email and have the option to run the images included with the request. Brett’s plan was to talk with Mark Robertson about submitting a series of his preparedness facts and some graphics from the “Heads Up” campaign as a test of this system to run for the first month that classes are in session in the fall and then we evaluate from there.

- Larry Schmid told the group that the Housing/Dining Digital Signage contact is Shari Rosso Assistant Director Marketing and Communications, 472-9297, srrosso3@unl.edu

- Per report provided by Brent Freeman: ASUN was discussing the possibility of participating in the committee last year, but he was not sure where those discussions ended up. Luckily, the new ASUN president is a new student employee in Brett’s department and will start work for City Union in August. He will ask her for an update on this when she starts working.
- Betsy Howe reported that she had secured permission to submit regular articles for the UAAD listserv. She will share that info with Casadi Johnson, UAAD rep to the CUSC and suggest the same to Christine Weitzel, the UNOPA rep.
- A question arose as to whether there were New Student packets distributed and if so, whether Heads Up! information could be included. A volunteer is needed to pursue this.
- Betsy Howe reminded the group that EHS listserv articles on Distracted Walking/Bicycling/Driving (Situational Preparedness) can be shared within departmental/area/facility regular newsletters/listservs or other methods of dissemination.
- It was suggested that members visit with their department Chair/Dean/Director about sending periodic emails on this topic as workers tend to pay close attention to such emails from leadership.
- Students follow the UNL Police and the UNL Preparedness Twitter feeds. The group suggested regular tweets through these accounts.
  - Mark Robertson said that would be possible for the police and preparedness twitter account.
  - If other departments have Twitter accounts, members are asked to facilitate regular tweets re: Heads Up!
  - UCOMM Tyler Thomas manages tweets university-wide. A volunteer is needed to pursue this avenue for the Heads Up! campaign.

**Review of CUSC Goal**

The CUSC goal was reviewed to determine whether it should be changed or retained for the 2019-20 year.
Brenda Osthus reported that EHS does not get a lot of near misses reported. There might be a general issue that people are afraid to report near misses for fear they will get in trouble. Or perhaps they just don’t think about the fact that the incident could have turned out very badly.

Hopefully near miss reporting is being talked about and encouraged regularly at the departmental level. This is how workers can be encouraged to become aware of near misses and to participate in reporting. Repetitive reminders by departments will help workers develop such reporting as a habit.

As far as how the reported information is used:
- If the near miss information is broadly applicable it will be used as an article in the EHS listserv after any identifying information is removed.
- If not broadly applicable EHS will contact other areas that might have a similar type of hazard in their area toward the goal of raising awareness of that particular hazard and a mitigation strategy.

The business card size Near Miss/Student Injury reminder cards were handed out to those in attendance with the suggestion those be widely shared within their spheres of influence. For example, if the area has a main or information desk, members were asked to consider having cards be available there to raise awareness and encourage reporting of near misses.

The group decided that there was enough work to be done, in particular to promote Near Miss reporting, that the goal should be retained. If there are areas that internally report near misses and review, they should be encouraged to report through the EHS Near Miss Reporter so that information shared can benefit others though "lessons learned." Departments need to not only raise awareness of the tool but assure their workers that there will be no repercussions from such reporting. If their departments do not provide this reassurance, a worker is not likely to believe that is the case.

After discussion it was determined that there is a long way to go in promoting near miss reporting so the goal will be retained. Ideas suggested were:
- Periodic booths, e.g., at the Union where both faculty and staff congregate.
- Encouraging informational emails by departmental administration.
- Tweet on reporting near misses. Might be able to work with UCOMM to go through different accounts at UNL to promote.

There was no other Old Business.
NEW BUSINESS

Emergency Planning & Preparedness

Mark Robertson recently met with the Faculty Senate Academic Planning committee regarding the UNL Hazard Mitigation Plan. Faculty was invited to participate in a survey to gather information on what the campus community considers the most critical natural or manmade hazards to be addressed by the Plan being developed. In considering the best way to reach the broadest audience for input by UNL staff, members suggested outreach through the CUSC and identified Safety Committee Chairs/Contacts. Mark will have the consulting firm send out the survey soon. The survey can be forwarded by these initial recipients to their spheres of influence. However the initial intent is to gather a manageable list of hazards before attempting broader distribution.

Safety Committee Resource – Safety in Greenhouses

Jeff Witkowski talked about safety in the greenhouse setting, specifically about a User Guidelines handout developed to be part of greenhouses safety training. All greenhouses at UNL are under the auspices of the Agricultural Research Division, a change from a number of years ago when each operated individually.

Upon starting this position Jeff initiated a general safety training as none had been in place. EPA requires annual training. Despite the variety of venues, people come and go, presenting challenges with trying to get workers and students trained. Even identifying students and new workers is a challenge. Students are basically trained in their classroom setting, followed by outreach to graduate students and technicians.

99% of the safety guidelines are common sense, but common sense is not universal so written lists need to be developed and included in training. Recently Jeff began doing some of the training using Zoom. When he does the training the participants, by regulation, must be able to ask questions. But the EPA has approved this method of outreach.

During training postings to indicate chemical hazard are reviewed. Most chemicals sprayed in the greenhouses here at UNL have a 12-hour REI (restricted entry interval). In addition to postings at time of application, emails are sent out prior to application to notify anyone potentially impacted.

There is an approved video to be viewed followed by review of safety procedures, and a tour to point out location of first aid kits and wash stations. The listing of emergency contact numbers is reviewed. Jeff pointed out a couple items. A while ago a graduate student had his dog in the greenhouse. Subsequently, unless the animal is a service animal, no pets are allowed in the greenhouses. A major issue occurred around changing air flow. A student was doing a study requiring no air...
movement while doing readings so turned off the air handling. However, they forgot to turn the system back on which resulted in alarms and potentially jeopardized other research. A third issue is that there is ongoing research with food plants but because of the research work and pesticide use the food should not be eaten.

While the specifics are related to greenhouse safety, a lot of what Jeff shared can be broadly applied. On City Campus greenhouse access is by key card so it’s possible to restrict/cut off student/worker access if safety training has not been taken. On East Campus there is a keypad and everyone knows the code. Eventually they likely will need to convert to key card access.

Betsy Howe asked for members to consider volunteering to share information on anything safety-related they do in their area: how information is shared, safety plans, safety training, toolbox talks, etc. Although specifically about a department/area there are elements that others can use for their area.

**Zoom Vulnerability - macOS**

Betsy Howe let the group know there are security issues that UNL IT has published related to Zoom access from computers running macOS. All Zoom Mac users not enrolled in the UNL Endpoint Management System should update their Meetings Client to close the identified vulnerability. Instructions are here: [https://support.zoom.us/hc/en-us/articles/201362233-Where-Do-I-Download-The-Latest-Version](https://support.zoom.us/hc/en-us/articles/201362233-Where-Do-I-Download-The-Latest-Version).

There was no other New Business.

**EHS Reports**

**FY 2018-2019 (4th Quarter) INJURY INCIDENT REPORT**

Yoko Smith asked if there were questions or concerns on the Injury Illness reporting for April – June 2019 delivered to members by email prior to the meeting. There were approximately 340 injury incidents this past fiscal year, more than the previous year.

The question was raised as to whether there are more severe, less severe, or severity remains static, in particular with equipment now there are more rules on safeguarding, etc. EHS will need to provide additional analysis to answer this inquiry.

**FY 2018-2019 (3rd Quarter) SAFETY AUDIT HIGHLIGHT**

Betsy Howe stated that, due to reporting issues related to a recent software conversion, there is no report available.
CLOSING REMARKS

The next meeting will be on September 17, 2019, from 3:00 – 4:00 p.m. at Nebraska East Union. Michael adjourned the meeting at 4:00 p.m.
User guidelines for working in the Greenhouses

No one should be working in the greenhouses unless they have attended the yearly WPS training and greenhouse orientation. These are presented several times through the year.

Closed toed shoes are to be worn at all times in the greenhouses. No sandals or flip flops are allowed.

Campus is tobacco free, no use of any type of tobacco products are allowed in the greenhouses.

Bikes and skate boards are not allowed inside the greenhouses, please use UNL provided bike racks.

Unless it is a service animal, no pets/animals are allowed in the greenhouses.

Storage of personal property is not allowed in the greenhouses for liability reasons.

Observe and obey any and all pesticide application signage, and respect the REI requirements.

Contact greenhouse staff immediately if you observe water leaks, heating/cooling or other critical issues that need immediate attention.

Beadle Center greenhouses have key card access, see Samantha Link if you need access for the research/teaching greenhouses areas. East Campus has key pad door codes. You will need to check in with Jeff Witkowski or Donn Ladd if you need access to the East Campus research/teaching greenhouses areas.

Do not turn off or change any lights, fans, or other mechanical/electrical control settings or switches. If changes need to be made per project protocols, please contact the greenhouse managers.
Do not bring in outside plant material from home or the field. Check with the greenhouse managers before placing any plant material inside a greenhouse or growth chamber.

Do not remove plant material for personal use, the plants growing in the greenhouses are for research, teaching, and extension purposes. Eating of food items is not allowed in the greenhouses or lab spaces. DO NOT eat any fruit that may be produced from the plant material grown in any of the greenhouses, pesticides are routinely applied.

Do not drink or fill any water bottles from the garden hoses located inside the greenhouses/growth chambers. Pesticide residues maybe present.

Return all tools, carts, or other items you may have borrowed, cleaned and from where you found them. That includes work benches, or other general use work areas in the greenhouses.

The greenhouse staff will come through the greenhouses routinely to do an intense cleaning. Please be considerate of other users and the greenhouse staff, if you make a mess, please clean up after yourself. There are brooms, squeegees, vacuums, etc. If you need anything just ask. We need to work together to be able to maintain a clean working environment in the greenhouses for everyone.

Do not throw gloves, tags, pots, trays, labels, etc. into the compost bunkers. Only plants and soil should be disposed in these areas.

If you know ahead of time that you will have a large quantity of plant material/trash, please contact the greenhouse staff so we can arrange to get it properly disposed of.

Do not prop open doors to the outside, this will affect the room temperature settings along with introducing unwanted pest issues.

*Do not hesitate to contact campus police if you see something or someone that makes you feel unsafe for any reason.*