Chancellor’s University Safety Committee (CUSC) Meeting
September 17, 2019 - 3:00-4:00 p.m.
Nebraska East Union
OPEN FORUM

AGENDA

1. Introductions & Welcome (3:00 – 3:05 p.m.) Brent Freeman

2. Old Business
   A. Reports on Progress: CUSC Goal (Near Misses) (3:05– 3:10 pm.)
      i. Periodic booths, e.g., at the Union where both faculty and staff congregate.
      ii. Encouraging informational emails by departmental administration.
      iii. Tweet on reporting near misses. Might be able to work with UCOMM to go through different accounts at UNL to promote.
   B. Heads Up! Campaign: (3:10. – 3:20 pm)
      i. Report on ASUN (Brent Freeman)
      ii. Anyone pursuing Digital Signage in their area?
      iii. A volunteer to follow up on idea of materials to New Student packets
      iv. Twitter. Departmental accounts. UNLPD/Preparedness. Jody Wood
         Follow-up with Tyler Thomas UCOMM
      v. Use of other promotion venues – internal newsletters, your dept. administration sending email, etc.
   C. Listserv for National Weather Service (3:25-3:30 pm) Mark Robertson
   D. Other old business

3. New Business
   A. Box Account to share Heads Up (3:30-3:35 pm)
   B. Emergency planning & preparedness (3:35–3:40 pm) Mark Robertson
   C. Engineering Safety Committee (3:40–3:50 pm) Alan Boldt
   D. Discontinue semi-annual Open Forum or have annual alternating sites (3:50–3:55pm)
   E. EHS Safety Audit Overview use (3:50-3:55 pm) Brenda Osthus
   F. Other new business.

4. Adjourn Brent Freeman

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

- 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/Ilness & Safety Audit reports (January-March 2020)
- July 21, 2020 (Injury/Illness & Safety Audit reports (April-June 2020)
Goal FY 2019-20:

*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 Brent Freeman. Members present introduced themselves.

**Members In Attendance:** Eileen Bergt (Landscape Services), Mike Livingston (Agronomy/Horticulture), Beth Whitaker (School of Biological Sciences), Jeremy Hiller (SNR), Stacie Ray (CEHS), Jolene Deinert (Custodial Services), Michael Straatmann (Libraries), Alan Boldt (Biological Systems Engineering), Pat Dussault (Chemistry), Barb McCain (Housing Dining), Yilin Liu (Nutrition & Health Sciences), Sandy Meyer (ARD), Kim Phelps (Associate Vice Chancellor for Business and Finance), Brenda Osthus (EHS), Elizabeth (Betsy) Howe (EHS support)

**Members Attending Remotely:** Jody Wood (Institutional Equity & Compliance), Kyle Hansen (CREC)

**Safety Committee Chairs:** Ajai Ammachat (Nutrition & Health Sciences), Andy Smriga (Nebraska Unions)

**OPEN FORUM**

Beth Whitaker asked about a policy for bicycle and skateboard use on campus, in particular on city campus sidewalks. Are bicyclists aware of the existing policy and that they should use the bike lanes rather than sidewalks? Beth will provide information on UNL policy she found to Eileen Bergt who will visit with the Bike Committee on this topic. Eileen indicated that typically the Bike UNL website ([https://bike.unl.edu/unl-bike-policy-regulations](https://bike.unl.edu/unl-bike-policy-regulations)) is the resource for bicyclists at UNL.

Pat Dussault said the Chemistry Department is looking for a department-wide chemical inventory system to replace their current antiquated system. He wondered if other departments at UNL have expressed interest in a campus-wide chemical inventory system. Eileen Bergt and Jolene Deinert referred Pat to the Facilities system of chemicals and parts control that has been in place for over 10 years. Eileen will provide a contact name to Pat.

**OLD BUSINESS**

**Reports on Progress:** CUSC Goal, Heads Up! Campaign
Eileen Bergt suggested that the best way to promote both goals/campaigns would be through strong departmental safety committees and administration.

Beth Whitaker said she periodically shares information on the importance of reporting Near Misses in the Manter listserv. It was suggested that members share the importance of near miss reporting and also Heads Up! information as regular features in departmental listservs or other communication. Betsy Howe reminded members that short articles relevant to the Heads Up! campaign are published regularly in the EHS listserv and may be reprinted for departmental use.

The idea of informational booths in the Union was tabled as an outreach venue for faculty and staff. Union crowds are typically large during the lunch hour but people seem focused on eating and getting about their business.

Several committee members participated in discussion regarding Twitter and digital signage as communication tools for periodic Near Miss and Heads Up! information. Beth Whitaker and Barb McCain indicated they would check with their departmental Digital Signage contact.

Brent Freeman will follow up to see whether there are New Student packets, either hard copy or electronic, that the CUSC could tie in with to promote the Heads Up! campaign.

Jody Wood discussed Twitter with Tyler Thomas, UCOMM Senior Director of Integrated Content. Tyler stressed the importance of not using the same content over and over on Twitter. Jody Wood will continue to work with Tyler to get the Heads Up! message out to the campus community using the various University Twitter accounts. Betsy Howe reminded the group that there are quite a number of materials already developed that would provide content to turn into tweets, e.g., to develop a year’s worth to roll out one-by-one.

Listserv for National Weather Service

Mark Robertson was not in attendance. This agenda item will be moved to the next meeting.

There was no other Old Business.

NEW BUSINESS

Use of Box for the CUSC Heads Up! Campaign

Michael Straatmann visited with ITS about the possibility of setting up a Box account for the CUSC. An organization can have a Box account as long as there is an administrative contact, such as Betsy. There is Heads Up! information available through the EHS website. However, the group consensus seemed to be that having a CUSC Box Account would be a better way to allow committee members to access
Heads Up! campaign or other materials relevant to CUSC membership. Michael will follow up with ITS to facilitate set-up and work with Betsy on setting up access for current CUSC members.

**Emergency Planning & Preparedness**

Mark Robertson was not in attendance to provide an update this meeting.

**Safety Committee Resource – Engineering Safety Committee**

Alan Boldt spoke to the group about the College of Engineering Safety Committee. The process of this committee’s formation began with an engineering college review that revealed there was room for improvement in the area of safety. The committee is made up of representatives from seven departments on three campuses, encompassing four – five buildings.

The Engineering Safety Committee has set a goal of having an Emergency Action Plan in place for each department/building. Due to the diversity and large number of engineering departments/facilities, this goal has proven challenging. Progress toward this goal is being made.

Another goal was to develop safety onboarding for new faculty as there had been nothing in place with a safety focus. That goal has been met. To support the initial onboarding a safety seminar series is beginning. It is accessible through Zoom for those who cannot attend in person.

**Open Forum**

Since there typically is not much interest from the wider campus community in the Open Forum, the question was posed about whether to continue with the twice annual Open Forums, move to one Open Forum a year, or discontinue the Open Forums entirely.

The consensus seemed to be that the Open Forum sessions should be continued as they have been, twice a year, one at City Union and one at East Union. Hopefully the sessions could be advertised through UNL Today to raise awareness.

**Safety Audit Overview**

Brenda Osthus inquired as to whether the committee finds the quarterly Safety Audit Overview information provided, listing of buildings audited in whole or in part and specific deficiency review, helpful.

Eileen Bergt and Beth Whitaker both indicated that they share the information provided within their reporting units or through departmental listservs and other communication.
Since the consensus was that the information provided is valuable, this reporting will continue.

**Supplier Showcase**

Betsy reported to the committee that October 22, 2019, has been set as the date for the annual Supplier Showcase in the City Union from 10 a.m. – 2 p.m. The committee decided this would be a good safety outreach opportunity, in particular for staff, the primary UNL group attending Supplier Showcase. Handouts will be the EHS new electrical safety poster “Too Many Wires” and a legal-size handout containing the four Heads Up! graphics currently available. Brent will ensure there are 200 of the Heads Up! handouts available that day.

The question was raised as to whether there was enough money left over from the fundraiser a few years ago to commission new graphics. There is $189.42 which possibly might be enough for one new graphic, especially given that the concept has already been developed. Betsy will follow-up with UCOMM to get a quote.

A sign-up sheet was passed around to solicit workers at the CUSC booth that day. Members are requested to check their calendars as further requests for assistance with be sent over the month leading up to the Supplier Showcase.

There was no other New Business.

**CLOSING REMARKS**

The next meeting will be on November 19, 2019, from 3:00 – 4:00 p.m. at the EHS Training Room. Brent adjourned the meeting at 4:00 p.m.