Chancellor’s University Safety Committee (CUSC) Meeting
November 19, 2019   -   3:00-4:00 p.m.
EHS Training Room

AGENDA

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

2. Old Business
   A. CUSC Goal “Near Miss”/Heads Up! (3:05 p.m. – 3:15 p.m.)
      i. Follow up on ASUN (Brent Freeman)
      ii. Follow up on Twitter (Jody Wood)
      iii. Follow up on new poster development (Betsy Howe)
   B. Supplier Showcase (3:15 - 3:20 p.m.) Betsy Howe
   C. Box Account update (3:20 - 3:25 p.m.) Michael Straatmann
   D. Listserv for National Weather Service (3:25 – 3:30 p.m.) Mark Robertson
   E. Other old business

3. New Business
   A. Emergency planning & preparedness (3:30 – 3:35 p.m.) Mark Robertson
   B. Dining Services/Selleck Safety (3:35 – 3:45 p.m.) Barb McCain
   C. Other new business

4. EHS Reports
   A. Injury Illness (1st quarter 2019-20) (3:45 – 3:50 p.m.) Yoko Smith
   B. Safety Audit Highlight (3:50 – 3:55 p.m.) Betsy Howe

5. Adjourn Brent Freeman

Upcoming Meetings. Location: EHS training room, Warehouse 1, East Campus unless otherwise noted.
- 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 3:00 p.m. by Chair, Brent Freeman. 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), Michael Straatmann (Libraries), Pat Dussault (Chemistry), Sandi Meyer (ARD Projects), Debra Royal (NVDC), Barb McCain (Dining Services), Jody Wood (Institutional Equity & Compliance), Kim Phelps (University Services), Brenda Osthus (EHS), Yoko Smith (EHS support), Elizabeth (Betsy) Howe (EHS support)

**Attending Remotely:** Kyle Hansen (CREC), Gayle Page (Benefits & Risk Management)

**Safety Committee Chairs:** Randi Houghtelling (NCTA), Pam Jelenik-Sniff (University Museum)

**OLD BUSINESS**

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

Brent Freeman reported that ASUN is excited to have a representative on and participate in the CUSC. There will be one rep from January through May 2020 and another will begin in September 2020 for a one-year term.

The University Twitter account retweets from other UNL accounts as appropriate. Betsy Howe will check with the UCOMM rep who led the new graphics project to find out specifically how to facilitate re-tweeting.

Betsy Howe told the group that UCOMM no longer charges for graphics development and the UCOMM contact provided suggestions for promotion in addition to the graphics requested. Michael Straatmann told the group that the new graphics commissioned were delivered to the subcommittee right before the meeting and he had put them into the CUSC Box account. Michael sent members a link to access the CUSC Box account. Brent logged onto the CUSC Box account and brought up several of the new graphics for the members in attendance to view.
Supplier Showcase

Betsy Howe reported that there were approximately 180 contacts made at the Supplier Showcase. In addition to handouts of the four existing Heads Up! graphics on one page, the booth attendants handed out a bookmark with 10 things each of us can do to protect our lakes and streams. There were tri-fold flyers on the Stormwater Management Plan available and this emphasis fit well with the Sustainability booth next to the CUSC booth.

Orders were taken for the “Too Many Wires” safety poster and the three Winter Walking posters. Approximately 125 posters were sent out after the Supplier Showcase. Several of the 80 registrants requested multiple copies to post throughout their area.

Betsy Howe made these four posters available to CUSC members in attendance to take back to their areas and post/share.

CUSC Box Account

Betsy Howe reported that she had set up all members with access. Ranelle Maltas provided a link to information on using Box for those not familiar with using that collaboration tool: https://unl.box.com/s/98tt0d36dzabpl364qmt6qv23iq3p41r

Ranelle offered to do an overview of using Box for collaboration. Members in attendance indicated that training on using Box would be helpful. Betsy will line that up for the January 2020 meeting.

A few questions were posed about the graphics available through the CUSC Box. The graphics as developed are optimized for digital signage and ready to use for that purpose. The graphics may be printed, but since they are optimized for digital signage, if printed on 8 ½ x 11 paper there will be a blank band at the bottom of the page. The size of the graphics may be modified, but members were asked to download before so doing to leave the original graphics intact.

Previous discussion had occurred about using the CUSC Box for collaboration beyond the Heads Up! marketing campaign. Brent asked the group to think about possible uses for discussion at the January meeting.

National Weather Service Listserv

Mark Robertson told the group they could now contact him to sign up for the National Weather Service Listserv previously discussed. Members are encouraged to think about whether or not they wish to receive a potential
large number of notices before signing up. The notices will only be ones for Lincoln-Lancaster County with the exception of weather alerts which are for wider areas as weather concerns can change path rapidly. Typically there are a large number of weather alerts in winter.

Other Old Business

Beth Whitaker asked about follow-up on the concern she had raised in the July meeting regarding what is being done or could be done about bicycles and skateboards using sidewalks, in particular during heavy pedestrian traffic times.

Beth Whitaker will again provide a link to a UNL Mobility Guidelines document to Eileen Bergt as Landscape Services is involved with this topic, Kyle Hansen who has been part of the CREC Bike Committee, and Brent Freeman who will be a contact with Parking Services. This issue will be revisited at the January meeting.

There was no other old business.

NEW BUSINESS

Emergency Planning & Preparedness

Mark Robertson told the group that his department has been providing a large number of preparedness presentations with student groups being the primary audience. The Hazard Mitigation Plan is close to being ready to submit to FEMA.

Safety Committee Resource – Dining Services/Selleck Food Service

Barb McCain talked about safety efforts of the five commercial kitchens run by Dining Services. Following are a few areas addressed:

- Ensure all new workers take the two Core and Dining Services Chemical and General Safety training. Staff (not students) also are required to take the EHS online Ladder Safety training. Dining Services has an Ergonomics video that is part of required training for all workers.
- Dining Services maintains a handbook for staff and a handbook for students, both with significant safety content.
- Deep cleaning of hoods is done by an outside vendor 4-5 times a year. Routine cleaning is done by regular staff and long term staff are tasked with internal training of other staff on safe cleaning procedures.
- A safety checklist exists and areas are reviewed using this tool once a month.
- Wellness is part of the safety emphasis. Dining Services hired a graduate student to analyze the work done. The grad student then developed quick
exercises for workers to do before, during and after work to alleviate muscle strain.

- Selleck Food Service is the location of a trial bio-digester put into place through efforts of the Sustainability Committee. The purpose is to reduce food waste going to the landfill. The output is gray water that is discharged into the sanitary sewer.
- Dining Services works with the Sustainability Committee on collecting selected food by-products for composting.

There was no other New Business.

EHS Reports

FY 2019-2020 (1st Quarter) INJURY INCIDENT REPORT

Yoko Smith asked if there were questions or concerns on the Injury Illness reporting for July – September 2019 delivered to members by email prior to the meeting.

Sandi Meyer had a number of questions on how injury incidents at UNL are reported, investigated and mitigation strategies conveyed to involved parties. Yoko Smith, Gayle Page, and Brenda Osthus provided information on the content of required reporting forms and the process. Required reports contain a number of questions for both supervisor and employee, including “How could the incident been prevented?” To capture incidents that could have resulted in injury given a slight shift in circumstances, there is an online Near Miss Reporting Tool.

Reporting begins with forms submission to HR. Then EHS investigates injury incidents and provides mitigation strategies to the employee and supervisor. Departmental/facility safety committees and/or department chairs/heads/directors periodically are provided information on types of injury incidents with suggested mitigation. Information on injury incidents is provided to the CUSC quarterly. Regularly, selected incidents are highlighted in the EHS listserv so others can learn how to avoid similar incidents. Some departments have requested from EHS a semi-annual injury incident overview. These are examples of ways injury incident awareness is being handled but other ideas are welcome.

Yoko stated that for UNL injury incidents, many are attributable to inadequate procedures or procedures not being followed, lack of training, fatigue, or worker complacency with doing the work tasks over periods of time.

Patrick Dussault pointed out that by nature university researchers are doing research outside their areas of normal work. Brenda Osthus said this is a concern. Completion of a thorough risk assessment prior to beginning work can help researchers identify areas for which they need to consult with Subject Matter Experts outside their own field.
Jody Wood reminded the group that she conducts ergonomic assessments for UNL workers upon request.

At a prior meeting there was a question posed as to whether there were fewer injury incidents due to use of more modern equipment. This information is not readily available for UNL specifically, but Yoko will report on national trends in that regard at the March meeting.

FY 2019-2020 (1st Quarter) SAFETY AUDIT HIGHLIGHT

Betsy Howe stated that, due to software issues, the number of buildings inspected in whole or part was only available for July and August. Tying in with the “Too Many Wires” new poster, information provided is that which tends to be less widely known about power strips.

Yoko Smith explained that the “Too Many Wires” poster was developed as part of an Office Safety Initiative that is now in place in lieu of office audits. The goal is to raise awareness of hazards associated with offices and common spaces. This project just kicked off. Recently, Yoko contacted BMRs or other departmental/facility contact in 30 buildings. This initiative led to the request for EHS safety poster availability in suitable format for digital signage. Hopefully the project to make that available will be completed by January, with the three “Winter Walking” and the “Too Many Wires” the first to be converted.

CLOSING REMARKS

The next meeting will be on January 21, 2020, from 3:00 – 4:00 p.m. at the EHS Training Room. Brent adjourned the meeting at 4:00 p.m.
CUSC Workers Compensation Incident Report (July – Sept. 2019)

As of September 30, 2019, eighty-two (82) FRIs were received for injuries occurring between July 1 and September 30, 2019.

- Twenty-four (24) or 29 % were “report only” (no medical treatment sought).
- Eighteen (18) or 22 % were not OSHA-recordable, meaning they were minor in nature (requiring only one visit to clinic without prescription medication).
- Forty-five (40) or 49 % were classified as recordable, and are considered potentially more serious. Of those recordable incidents, ten (10) or 12 % 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.

Age (OSHA Recordable Cases)
July - Sept. 2019

- 18 - 25: 12
- 26 - 40: 6
- 41 - 55: 10
- 56 - 65: 8
- +65: 2
- Age unknown: 2
Safety Audit Highlight July 1 – August 30, 2019

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 JULY & AUGUST past quarter, some or all areas within 35 buildings were audited. SEPTEMBER THERE WERE TOO MANY SPACES AUDITED THE REPORT DID NOT RUN.

| Agricultural Warehouse No. 1 | Manter Hall |
| Agronomy/Horticulture Physiology | Morrison Life Sciences Research Center |
| American Mathematics Competitions | Nebraska Hall |
| Animal Sciences Complex | Orchard House (NEW) |
| Beadle Center | Othmer Hall |
| Bessey Hall | PREC Elliott Facility |
| Cedar Point Biological Station | Service Bldg |
| Facilities Management Shops | Scott Engineering Center |
| Hardin Hall | Theodore Jorgensen Hall |
| Hamilton Hall | VBS Annex |
| Hazardous Materials Facility | Veterinary Basic Science Building |
| HPAL Office | Water Sciences Laboratory |
| Insecticide Storage Building | WCREC Entomology |
| Keim Hall | WCREC Feed Mill |
| Life Sciences Annex | WCREC Stumpf Main Bldg |
| Leverton Hall | WCREC William P Snyder Administration Bldg |
| HPAL Office | WCREC Wind Drift Tunnel |
| Insecticide Storage Building | |

Power Strip/Surge Suppressor Information

**Power strips/surge suppressors must not be permanently affixed to a surface.**

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.

**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 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.

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<th>Power strips/surge suppressors limitations</th>
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<td>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), <em>Outlet devices: &quot;Outlet devices shall have an ampere rating not less than the load to be served.&quot;</em> 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), <em>Use of flexible cords and cables.</em> For example, the flexible power cord is not to be routed through walls, windows, ceilings, floors, or similar openings.</td>
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Resources:

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