

**Chancellor's University Safety Committee (CUSC) Meeting**  
**January 21, 2020 - 3:00-4:00 p.m.**  
**EHS Training Room**

**AGENDA**

1. Introductions & Welcome (3:00 – 3:05 p.m.) Brent Freeman
2. BOX Collaboration tutorial (3:05 – 3:25 p.m.) Ranelle Maltas
3. Old Business
  - A. CUSC Goal “Near Miss”/Heads Up! (3:25 p.m. – 3:30 p.m.)
  - B. Bikes, skateboards, etc on walkways (3:30 – 3:35 p.m.)
  - C. Other old business
4. New Business
  - A. Emergency planning & preparedness (3:35 – 3:40 p.m.) Mark Robertson
  - B. Reminder: Nominations for Vice Chair (May vote) (3:40 -3:45 p.m.)
  - C. Box Collaboration ideas (3:45 – 3:50 p.m.)
  - D. Other new business
5. EHS Reports
  - A. Injury Illness (2<sup>nd</sup> quarter 2019-20) (3:50 – 3:55 p.m.) Yoko Smith
  - B. Safety Audit Highlight (3:55 – 4:00 p.m.) Betsy Howe
6. Adjourn Brent Freeman

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

- 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 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.*

**Chancellor's University Safety Committee Meeting**  
**Meeting Minutes**  
**January 21, 2020 • 3:00 - 4:00 p.m.**  
**EHS Training Room**

The meeting was convened at 3:00 p.m. by Chair, Brent Freeman. Members present introduced themselves. Those attending remotely were introduced by Betsy Howe. Members were asked while signing in to review their contact information and make any changes on the list provided.

**Members In Attendance:** Eileen Bergt (Landscape Services), Mark Robertson (UPD Emergency Management), Mike Livingston (Agronomy/Horticulture), Beth Whitaker (School of Biological Sciences), Kyle Hansen (CREC), Deb Royal (VDC), Sandi Meyer (ARD Projects), Debra Royal (NVDC), Barb McCain (Housing Dining Services), Jody Wood (Institutional Equity & Compliance), Jeff Witkowski (ARD Greenhouses), Jeremy Hiller (SNR), Sharleen Roth (Housing Facilities), Alan Boldt (BSM). Kim Phelps (University Services), Brenda Osthus (EHS), Yoko Smith (EHS support), Elizabeth (Betsy) Howe (EHS support)

**Attending Remotely:** Pat Dussault (Chemistry), Casadi Johnson (UAAD), Gayle Page (Benefits & Risk Management)

**Safety Committee Chairs:** Randi Houghtelling (NCTA)

**Safety Committee Resource – Ranelle Maltas (HR/Training)**

A short demonstration of some components of Box use, basics and collaboration, started off the meeting. Ranelle Maltas shared a handout she had developed on "Box @ UNL Essentials." The link to access that information electronically is:

<https://unl.box.com/s/98tt0d36dzabpl364qmt6qv23iq3p41r>

Key points:

- Start at *unl.box.com*. This is the location to access your BOX account. The first screen will ask if you are a UNL employee. When you answer "yes" you will be prompted for your UNL credentials unless you are already logged in.
- After login you will see the folders in your own Box account for groups you work in collaboration with or folders/files you yourself have saved to your own Box account. CUSC members have not yet been added as collaborators so they will not see the CUSC Heads Up! folder.
- If you logon to *box.unl.edu*, general Box Help and Box training is available.
- To work together as a group, individual CUSC members need to be set up as collaborators. This will be done after folder review at the March meeting.

Michael Straatmann uploaded the new UCOMM-developed posters at the start of the November CUSC meeting and sent out a link to the CUSC BOX account to share access with members. Betsy Howe sent out a sharing link about a month later as a follow-up. This is a way to look at folder contents prior to March. If you did not save/get that link, contact Michael or Betsy for a resend.

Betsy Howe subsequently uploaded other resources developed for the Heads Up! Campaign and currently available under the Safety Resources heading on the EHS website. Included are: Reminders, Discussion Questions, and Resources (including videos, infographics and more). These are all now available in the CUSC Box. The idea of establishing a CUSC Box account is so that all members can then add to the resources already available as they run across items of potential interest or use to further this campaign. There is also the possibility of collaboration beyond the Heads Up! Campaign.

## **OLD BUSINESS**

### **Heads Up! Campaign**

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. We need to tell the contact where to re-tweet from. EHS was asked to investigate tweeting more frequently as the basis of using Twitter to raise awareness of the need for safe driving/walking/biking. Betsy Howe will consult with the EHS Director and report at the next meeting on the possibility of implementation of this suggestion.

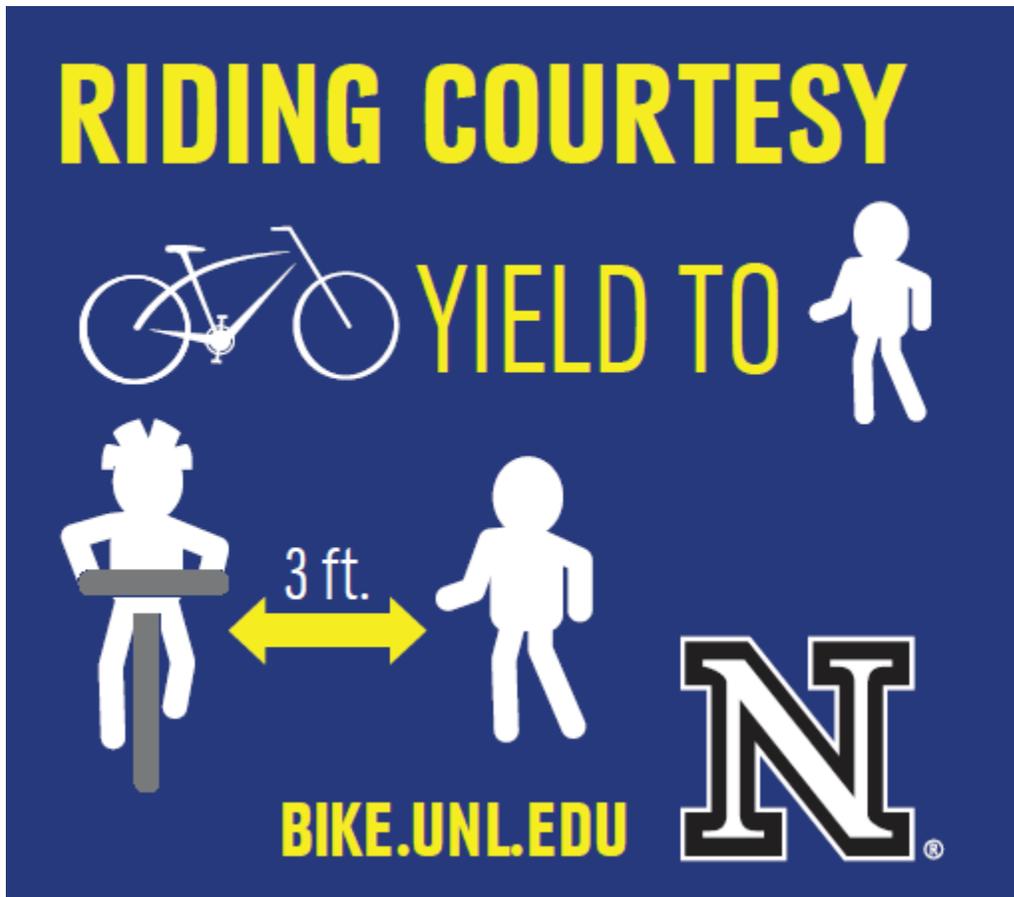
Digital signage can be used now that we have graphics in the appropriate format. Work will be done on a dissemination plan to present at the next meeting. In the meantime, members can submit to Betsy Howe the name of the IT person managing digital signage for their building/department.

### **Bikes Usage/Pedestrian Walkway Interface**

The question arose regarding who develops and maintains policies on bike usage, e.g., where on campus cyclists can ride. It was identified that Parking Services has nothing to do with a bike policy. As far as efforts to facilitate safe usage of walkways by both pedestrians and cyclists, there is not a widespread message being conveyed by any entity.

Kyle Hansen is on the UNL Bike Committee. There is a bike usage policy but it's still under discussion with no consensus so far about bike usage on walkways. Efforts are ongoing in this regard. In the spring there will be a few temporary reminders/signage posted to help facilitate coexistence of bikes and pedestrians.

Kyle showed one of a number of signs that are typically posted in spring and fall to raise awareness:



Eileen Bergt reported the 12<sup>th</sup> street corridor was originally designed to be half bikes and half pedestrians. Unfortunately, the crosswalks were not taken into consideration with this original plan. The number of crosswalks raised a concern about bikes and pedestrians meeting at the intersections, mainly at T and U Streets. So the half-and-half plan was dropped.

Jeff Witkowski asked if there was enforcement of the existing bike policy. Mark Robertson indicated there is not currently any enforcement for bikes as there are no laws, only policies. However, if a bike hits and injures a pedestrian there could be a citation. There are policies for skateboard usage which do not trigger enforcement, but if skateboarders damage property while skateboarding that breaks the law which allows enforcement.

Sandi Meyer asked if the Bike Committee had researched what other campuses have for policies and enforcement on their campuses. That has

not been done up to this point. Eileen stated that currently the University shares biking with pedestrians on all paths, except for the Union Plaza.

Bike lanes added to streets on campus help remove some bike traffic from walkways. Also, Antelope Valley is a quicker way to navigate than going through campus and the sense is that the proximity of Antelope Valley helps with bike traffic control on campus.

Mark told the group that motorized scooters are coming to Lincoln soon. However, the pilot program will include geo-fencing so there will be no motorized scooters on campus, Motorized scooters coming to Lincoln is likely to increase the need for “Heads Up!” safety awareness.

There was no other old business.

## **NEW BUSINESS**

### **Emergency Planning & Preparedness**

Mark Robertson was part of a group that recently talked with the Chancellor and the Executive Leadership Team about:

- Emergency management
- Threat assessment
- Incident Command

There was significant interest relating to emergency management at the department and college level, specifically related to building emergency action plans. So those areas without Building Emergency Action Plans are likely to be encouraged to complete such plans. Mark reminded the group he is available to help those starting to develop a Building Emergency Action Plan using the template online at the Emergency Planning and Preparedness website: <https://emergency.unl.edu/doc/Template%20Building%20Emergency%20Action%20Plan.pdf>. Upon completion, departments/facilities are encouraged to submit their plan to [preparedness@unl.edu](mailto:preparedness@unl.edu). Information on emergency action plans is added to GIS to facilitate contact with the correct personnel in case of emergencies. Therefore, Mark also requests that updates to Plans be shared so information can be updated.

The Hazard Mitigation Plan draft is ready for a final internal review and a period of public comment. Then the Plan is submitted to NEMA first and then to FEMA. After final approval there will be a period of some years to submit mitigation projects where we could get 75% match on approved projects related to natural hazards.

### **Nominations for Vice Chair**

Nominations are now open for a new Vice Chair. At the May meeting a new Vice Chair will be elected and Michael Straatmann will move from Vice Chair to Chair.

Members are encouraged to submit Vice Chair nominations to Chair, Brent Freeman. The commitment is four years, two as Vice Chair and two as Chair. Brent shared that his term that is coming to an end has been a great learning experience about safety at UNL and the role of Environmental Health and Safety.

### **Box Collaboration**

Now we have a better idea of how Box works and the difference between collaboration and sharing. A couple examples might be a folder related to emergency management or a folder for policies and procedures that a member may wish to share with the group.

Jody Wood will develop a draft folder plan and present that at the next meeting. In the meantime, all members are asked to think about collaboration possibilities using this tool and bring their ideas to the March meeting.

There was no other New Business.

### **EHS Reports**

#### **FY 2019-2020 (2nd Quarter) INJURY INCIDENT REPORT**

Yoko Smith asked if there were questions or concerns on the Injury Illness reporting for October to December 2019 delivered to members by email prior to the meeting. Yoko stated that it was a good quarter with injury incident numbers reduced by half.

There was some discussion on a couple incidents that were somewhat unusual. Yoko stated that EHS only investigates and reports but does not determine whether a particular incident is compensable.

#### **FY 2019-2020 (2ndQuarter) SAFETY AUDIT HIGHLIGHT**

There were no questions on the Safety Audit Highlight document distributed prior to the meeting. Betsy Howe stated that the report is complete now that software issues have been resolved, showing 94 buildings audited in whole or in part. She informed the group that audit reports for a particular department/building could be provided to members upon request.

For those interested in what auditors are looking for in the various space usage areas, high level checklists are available on the EHS website under Resources/Safe Operating Procedures/Safety Audit Guidelines. These do not contain the complete list EHS staff uses for safety and compliance audits. The complete safety and compliance checklists are available upon request.

## **Office Safety Initiative**

Betsy Howe provided a handout on the Office Safety Initiative, an outreach effort to disseminate information specific to safety in offices and common spaces such as classrooms, conference rooms, etc. There is a different focus every quarter. The focus this quarter is safe winter walking, supported by three EHS posters. This topic was selected because between 10/1/2018 and 4/1/2019 there were 43 injury incidents due to ice and snow, 14 of which were OSHA-Recordable (more serious) injuries.

Efforts initially targeted larger buildings which contain mostly offices, with BMRs as the contact if there was no other specific contact identified. Anyone can request to have their area/building become part of the target audience by contacting Yoko or Betsy. Attendees were encouraged to take back to their area the three "Safe Winter Walking" posters available at the meeting.

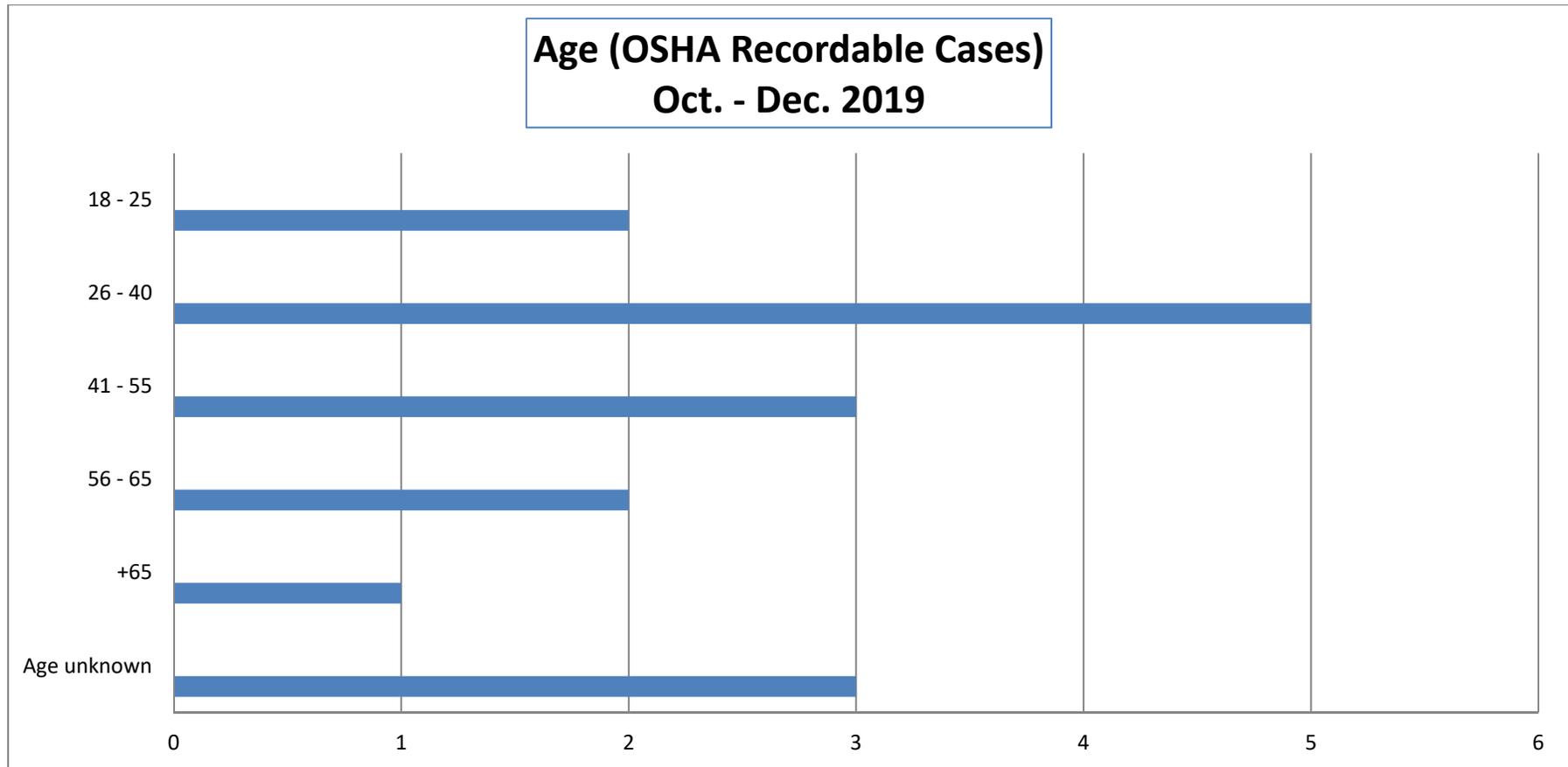
## **CLOSING REMARKS**

The next meeting will be on March 17, 2020, from 3:00 – 4:00 p.m. at the Nebraska City Union. Brent adjourned the meeting at 4:00 p.m.

## CUSC Workers Compensation Incident Report (Oct. – Dec. 2019)

As of December 31, 2019, thirty-three (33) FRIs were received for injuries occurring between October 1 and December 31, 2019.

- Ten (10) or 30.3 % were “report only” (no medical treatment sought).
- Seven (7) or 21.2% were not OSHA-recordable, meaning they were minor in nature (requiring only one visit to clinic without prescription medication).
- Sixteen (16) or 48.5 % were classified as recordable, and are considered potentially more serious. Of those recordable incidents, six (6) or 18 % 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.



## Safety Audit Highlight October 1 – December 20, 2019

Safety & Compliance Surveys are conducted on a schedule, based on identified hazards and regulatory requirements. Currently only spaces designated as laboratories, research areas, shops, kitchens and ancillary storage for these spaces are audited. Offices and common spaces are only audited upon renovation, with outreach accomplished through an Office Safety Initiative by EHS to raise awareness of hazards associated with such space usage. This quarter safety and compliance surveys were conducted in 94 buildings.

|                                             |                                                     |
|---------------------------------------------|-----------------------------------------------------|
| Abel Residence Hall                         | Massengale Residential Center                       |
| Abel-Sandoz Food Services                   | Midwest Roadside Safety Facility Test               |
| Andrill Off-Campus Shop                     | Morrill Hall                                        |
| Agricultural Warehouse No. 1                | Morrison Life Sciences Research Center              |
| Animal Sciences Complex                     | Nebraska Hall                                       |
| Architecture Hall East                      | Nebraska Vet Diagnostic Center                      |
| Architecture Hall West                      | North Stadium                                       |
| ARDC Feed Mill                              | Osborne Athletic Complex                            |
| Arsenal                                     | Othmer Hall                                         |
| Baker Hall                                  | Plant Pathology Greenhouse                          |
| Beadle Center                               | Poultry Building F                                  |
| Behlen Laboratory                           | Richards Hall                                       |
| Bioscience Greenhouses - Beadle             | Selleck Food Service Bldg L (J 1 <sup>st</sup> flr) |
| Bob Devaney Sports Center                   | Selleck Quadrangle-Bldg D,E, F, H, J, K)            |
| Burnett Hall                                | Schorr Center                                       |
| Campus Renewable Energy System Building     | Scott Engineering Center                            |
| City Thermal Energy Storage                 | Sheldon Museum of Art                               |
| East Stadium                                | Sid and Hazel Dillon Tennis Center                  |
| East Thermal Energy Storage                 | Smith Residence Hall                                |
| Entomology                                  | South Stadium                                       |
| Facilities Implement Building               | Splinter Labs                                       |
| Facilities Management C                     | Starr Street 3332                                   |
| Fluid Cooler Building                       | Starr Street 3342                                   |
| Food Innovation Center                      | Temple Building                                     |
| Greenhouse Innovation Center                | The Courtyards                                      |
| Hamilton Hall                               | The Village                                         |
| Hardin Hall                                 | Theodore Jorgensen Hall                             |
| Harper Dining Center                        | Transportation Services                             |
| Havelock Weed Lab                           | U Street Apts                                       |
| Hawks Championship Center                   | Utility Response Facility                           |
| Hazardous Materials Facility                | Utility Plant – City Campus                         |
| Innovation Commons Conference Center        | Utility Plant – East Campus                         |
| ITS Annex                                   | University Suites                                   |
| Kauffman Academic Residential Center        | Veterinary Basic Science Building                   |
| Knoll (the Robert E.) Residential Center    | VBS Annex                                           |
| Landscape Implement Building                | Vine Street Apts – East                             |
| Landscape Services East                     | Vine Street Apts – West                             |
| Landscape Service Equipment Building - East | Water Sciences Laboratory                           |

|                                 |                                |
|---------------------------------|--------------------------------|
| Leverton Hall                   | Watson Building                |
| Lied Center for Performing Arts | West Stadium                   |
| Life Sciences Annex             | Willa S. Cather Dining Complex |
| Loeffel Meat Laboratory         | Whittier Building              |
| Manter Hall                     | Woods Art Building             |

Audit deficiencies are, if possible, corrected at time of audit, working with the person accompanying the auditor. Audit reports are provided in a timely manner to those in each area designated for receipt.

If you are interested in the audit report for any of your areas, that can be provided upon request. Contact [ehs@unl.edu](mailto:ehs@unl.edu) or Betsy at 402-472-5488 and she will direct your request the appropriate person in charge of the building in question.

EHS has undertaken an **OFFICE SAFETY INITIATIVE** to help disseminate information specific to safety in offices and common spaces such as classroom, conference rooms, etc. There is a different focus every quarter. The October – December emphasis was on electrical safety, with distribution of “Too Many Wires” posters.

January – March the emphasis is “Walking in Winter” safety. You may see paper posters or digital signage in your work areas as EHS has conducted preliminary outreach to selected building BMRs.

If you don't see any materials like these in your work area and would be interested in finding out more, being a representative for your area, or facilitating the process of finding someone in your area willing to be a contact, please notify Elizabeth (Betsy) Howe, 402.472.5488 or [ehowe2@unl.edu](mailto:ehowe2@unl.edu).



If you would like hard copies of the above posters for your work area, contact [ehs@unl.edu](mailto:ehs@unl.edu) or 402.472.4925 with your name, campus mailing address including Zip+4, and quantity desired.

## Resources

- Safety Posters <https://ehs.unl.edu/safety-posters>

## Injury Incident Information Related to Ice/Snow

Between 10/1/2018 and 4/1/2019 there were 54 injury incidents due to Environmental Causal Factor. 43 of those were due to ice and snow. Of those 43 the severity breakdown is:

- 28 Report only
- 1 Not OSHA-Recordable
- 14 OSHA-Recordable

Between 10/1/17 and 4/1/18, one year before (15):

- 8 Report only
- 1 Not OSHA-Recordable
- 6 OSHA-Recordable

As you can see, there were a significant increase in injury incidents due to ice/snow/wet floors from track-in and over double the number of OSHA-Recordable incidents.

EHS November 6, 2019, Listserv "Walking and Working in Cold, Snow & Ice"  
[https://ehs.unl.edu/ls\\_2019-11-06.pdf](https://ehs.unl.edu/ls_2019-11-06.pdf)

This listserv article provides basic safety information but also provides links to various online and video resources.