

**Chancellor's University Safety Committee (CUSC) Meeting**  
**July 21, 2020 - 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. Digital Signage Betsy Howe
    - ii. Twitter
    - iii. ASUN/Student Affairs
    - iv. Other
  - B. BOX collaboration ideas (3:15 – 3:20 p.m.) Jody Wood
  - C. Bike Committee Report (3:20 – 3:25 p.m.) Kyle Hansen
  - D. Other Old Business
  
3. New Business
  - A. Emergency planning & preparedness (3:25 – 3:30 p.m.) Mark Robertson
  - B. Election of Vice Chair (3:30 – 3:35 p.m.)
  - C. Proposed 2020-2021 Meeting Schedule (below) (3:35- 3:40 PM)
  - D. Other new business
  
4. EHS Reports
  - A. Injury Incidents 3<sup>rd</sup> & 4<sup>th</sup> Quarter (3:40 – 3:50 p.m.) Yoko Smith
  - B. Safety Audit Overview 3<sup>rd</sup> & 4<sup>th</sup> Quarter (3:50 – 4 :00 p.m.) Betsy Howe
  
5. Adjourn Brent Freeman

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

- September 15, 2020 – Open Forum
- November 17, 2020 (Injury/Illness & Safety Audit reports July-September 2020)
- January 19, 2021 (Injury/Illness & Safety Audit reports October-December 2020)
- March 16, 2021 (March 23 if a UNL spring break) – Open Forum
- May 18, 2021 (Injury/Illness & Safety Audit reports January-March 2021)
- July 20, 2021 (Injury/Illness & Safety Audit reports April-June 2021)

Goal FY 2019-2020:

*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**  
**Zoom Meeting Minutes**  
**July 21, 2020 • 3:00 - 4:00 p.m.**

The meeting was convened at 3:00 p.m. by Chair, Brent Freeman. Members present were visible to each other so Introductions were not necessary. Brent welcomed new CUSC members: Chris Tran, Susan Thomas, Allen Specht.

**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), Sandi Meyer (ARD Projects), Debra Royal (NVDC), Jody Wood (Institutional Equity & Compliance), Jeff Witkowski (ARD Greenhouses), Jeremy Hiller (SNR), Logan Dana (NEREC), Alan Boldt (BSE), Michael Straatmann (Libraries), Jolene Deinert (Custodial Services), Lynn Doser (Sheldon Museum of Art), Allen Specht (UAAD), Susan Thomas (UNOPA), Martha Morton (Chemistry), Stacie Ray (School of Education and Human Sciences), Chris Tran (Benefits & Risk Management), Brenda Osthus (EHS), Yoko Smith (EHS support), Elizabeth (Betsy) Howe (EHS support)

**Safety Committee Chairs:** Andy Smriga (Nebraska East Union)

**Guest:** Jessica Periago (Chemistry Lab Manager-Hamilton Hall)

Jessica Periago brought a safety concern to the attention of the CUCS. When classes are in session there is no place for students to store skateboards outside of traffic areas. Skateboards inside or near laboratories pose a trip & fall hazard. Beth Whitaker noted that labs/classrooms in Manter Hall are experiencing the same issue. Jessica asked about the possibility of a skateboard tower holder similar to the units outside Love library, to be installed between Manter and Hamilton Halls.



Jeff Witkowski indicated that the ARD Greenhouses have a policy of no bikes or skateboards inside a greenhouse. They do have bike racks outside for use by students and other workers.

Eileen Bergt indicated the skateboard holders were part of an accessory package for Love Library. The City and East Campus Rec buildings each have one too. Eileen is looking into getting a couple units to be located near Manter and Hamilton Halls. She will find out how much the units cost and who would pay for the skateboard storage units. She will work with Beth Whitaker.

Andy Smriga suggested that if there were funding issues, ASUN's Green Fund might be a funding source.

## **OLD BUSINESS**

### **Digital Signage**

Betsy Howe told the group that digital signage, as it relates to the Heads Up! campaign, can be found in the CUSC Box account as well as the UNL Digital Content Library. All EHS safety posters have been modified to a format suitable for digital sign display. EHS posters in digital format are available through the UNL Digital Content Library or from Betsy Howe upon request.

There are quite a number of Forward to Fall resources, digital signage, posters, templates, and more also available through the UNL Digital Content Library. These can be accessed either directly or through the EHS website, "Covid-19 PDFs" link on the red navigation bar.

### **Heads Up! Campaign**

A digital signage dissemination plan can be discussed moving forward. Right now information on Covid-19 and Forward to Fall is of prime concern.

Use of Twitter to promote this campaign will be discussed next meeting.

Due to Covid-19 considerations in the spring, Brent Freeman was not able to discuss with ASUN their potential involvement in this campaign. Brent will contact this student organization as classes resume.

Jody Wood showed the group the CUSC Box account. Per suggestions at the January meeting, she set up two new folders for collaboration: Emergency Management and Policies and Procedures. She showed how to write a quick note from within Box. Betsy Howe will set up each CUSC member with access for the rest of the year until all Box contents are moved to Microsoft Teams, the new collaboration tool for UNL.

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

Kyle Hansen and Eileen Bergt will work with the UNL Bike Committee on signage to be placed near Love Library to help improve traffic control, improve compliance with bike usage policies related to walkways, and help pedestrians and bicyclists more safely navigate the walkway.

There was no other old business.

## **NEW BUSINESS**

### **Emergency Planning & Preparedness**

Mark Robertson indicated primary emphasis has been logistics related to preparation for fall. There is a lot going on logistically with emergency operations. The UNL Police are trying to limit in-person training so either a recorded version or a Zoom platform will be used predominantly to provide training such as the popular "Situational Preparedness".

Brent asked Mark if there is anything in particular we should be pondering in regard to gathering points in the event emergency evacuation of a building becomes necessary. The main change for consideration would be how to maintain physical distancing at currently identified gathering locations should building evacuation become necessary.

### **Election of Vice Chair**

This was Brent's final meeting as Chair of the CUSC. Michael Straatmann, Vice Chair, becomes Chair at the end of the July meeting. Vice Chair is a four-year commitment, two years as Vice Chair and two years as Chair. Michael Livingston was presented as a candidate for Vice Chair. Brent opened the floor for nominations. Michael Straatmann moved that nominations cease and a unanimous ballot be cast for Michael Livingston. The motion was seconded and passed. The group welcomed Michael Livingston to the position of Vice Chair.

### **Proposed 2020-2021 Meeting Schedule**

Proposed meeting dates for the upcoming year, to continue on the third Tuesday every two months, were:

- September 15, 2020 – Open Forum
- November 17, 2020 (Injury/Illness & Safety Audit reports July-September 2020)
- January 19, 2021 (Injury/Illness & Safety Audit reports October-December 2020)
- March 16, 2021 (March 23 if a UNL spring break) – Open Forum
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These dates were approved. All meetings will be via Zoom until further notice.

There was no other New Business.

## **EHS Reports**

### **FY 2019-2020 (3<sup>rd</sup> and 4<sup>th</sup> Quarter) INJURY INCIDENT REPORTS**

All documents for review were delivered to members by email prior to the meeting. Yoko Smith noted there were significantly fewer injury incidents during the 4<sup>th</sup> quarter (April – June) due to fewer personnel working on campus. Yoko asked if there were questions on the Injury Illness reports for the last two quarters of the 2019-2020 year. There were no questions.

As requested by the membership, Yoko presented her report on “Machine Guarding Work-Related Injuries.” Since there were not a great number of such incidents at UNL, Yoko provided national statistics on machinery-related incidents over the last ten years. The predominant causes were in attention/distraction, deviation from protocol and inadequate procedure. After reviewing 17 years of federal statistics, Yoko indicated that the number of injury incidents related to machine guarding have decreased over that time period and was not a predominant causal factor of occupational injuries over the past 10 years.

Annual statistics (calendar year basis) on injury incident rates at UNL were presented. Rates are expressed as number of injury incidents per 100 workers. Expressing injury incidents as a rate allows comparison across departments with widely disparate employee numbers.

### **FY 2019-2020 SAFETY AUDIT HIGHLIGHT**

There were no questions on the Safety Audit Overview document distributed prior to the meeting. Formal audits were suspended in March. Brenda Osthus told the group that laboratories in particular are encouraged to self-audit using the Safety Audit Guidelines found with other Safe Operating Procedures on the EHS website.

Since there were a number of injury incidents during January to March 2020 involving material handling, a number of resources were provided for members to take back to their units to reinforce safe practices to prevent employee muscle sprains, strains and overexertion.

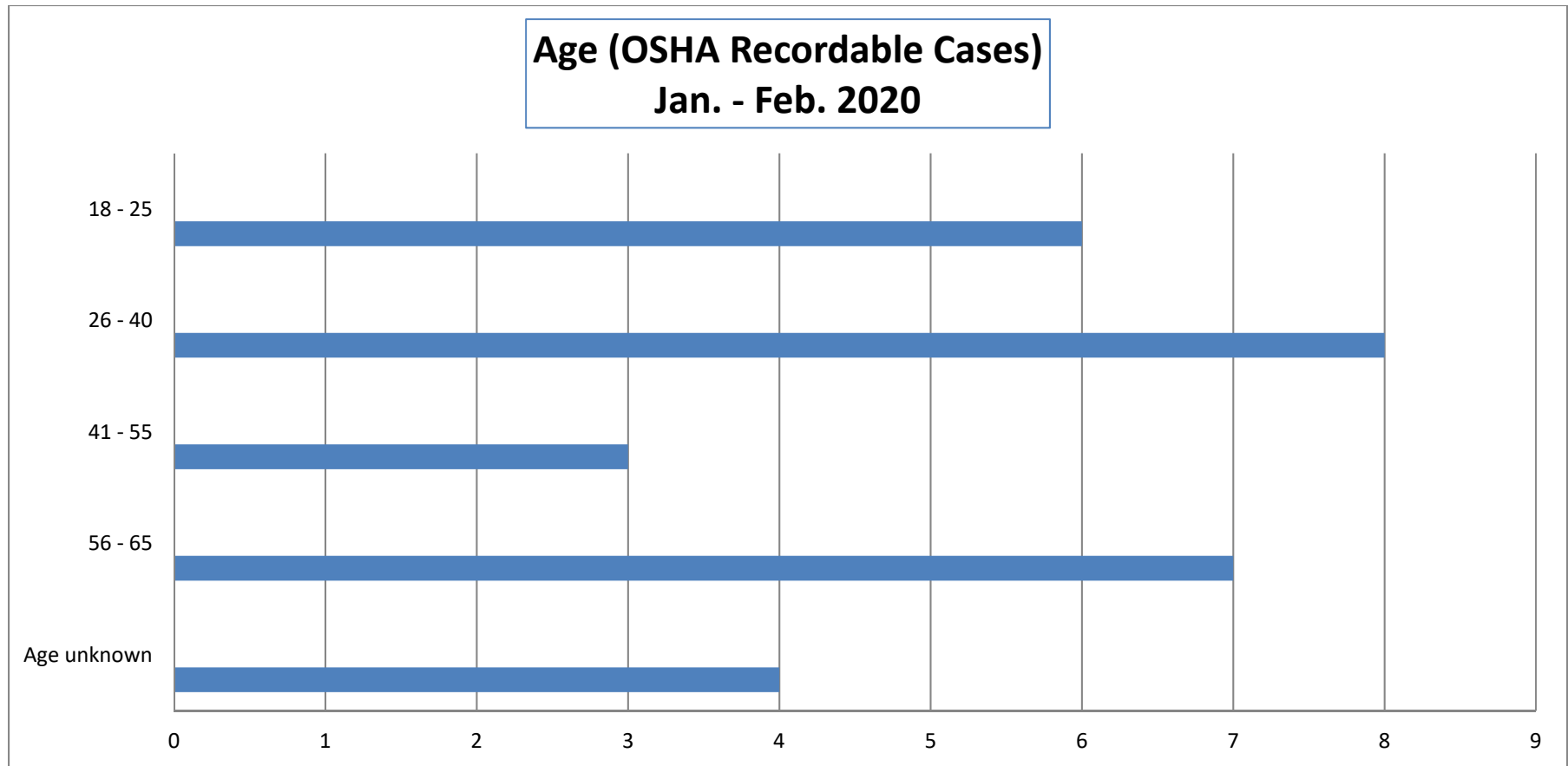
## **CLOSING REMARKS**

The next meeting will be on September 15, 2020, from 3:00 – 4:00 p.m. and will be an Open Forum meeting. Brent adjourned the meeting.

## CUSC Workers Compensation Incident Report (Jan. – March 2020)

As of March 31, 2020, seventy-two (72) FRIs were received for injuries occurring between January 1 and March 31, 2020.

- Thirty-six (36) or 50% were “report only” (no medical treatment sought).
- Eight (8) or 11% were not OSHA-recordable, meaning they were minor in nature (requiring only one visit to clinic without prescription medication).
- Twenty-eight (28) or 39% were classified as recordable, and are considered potentially more serious. Of those recordable incidents, ten (10) or 14 % 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.



## Machine Guarding and Work-related Injuries

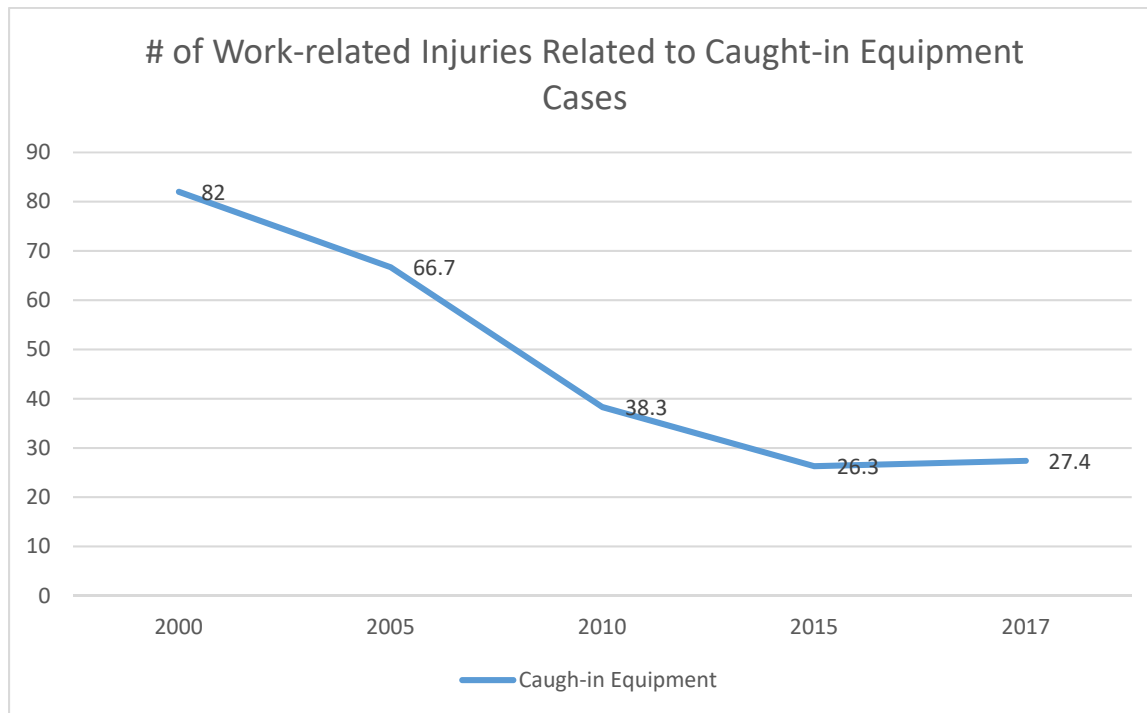
CUSC Meeting March 17, 2020

There was a question whether improved machine guarding on tools and equipment contributed reduced accident numbers. Between January 1, 2010 and February 29, 2020, fourteen thousand seventy-three (1473) OSHA recordable injuries were reported at UNL. More common causes of the injuries were:

Inattention/Distraction	143 cases	9.71 %
Deviation from Procedures	137 cases	9.30 %
Inadequate Procedure	104 cases	7.06 %
PPE Available but Not Used	95 cases	6.45 %
Improper Tool/Usage	79 cases	5.36 %
Engineering Control Not Used	73 cases	4.96 %
Housekeeping	49 cases	3.32 %

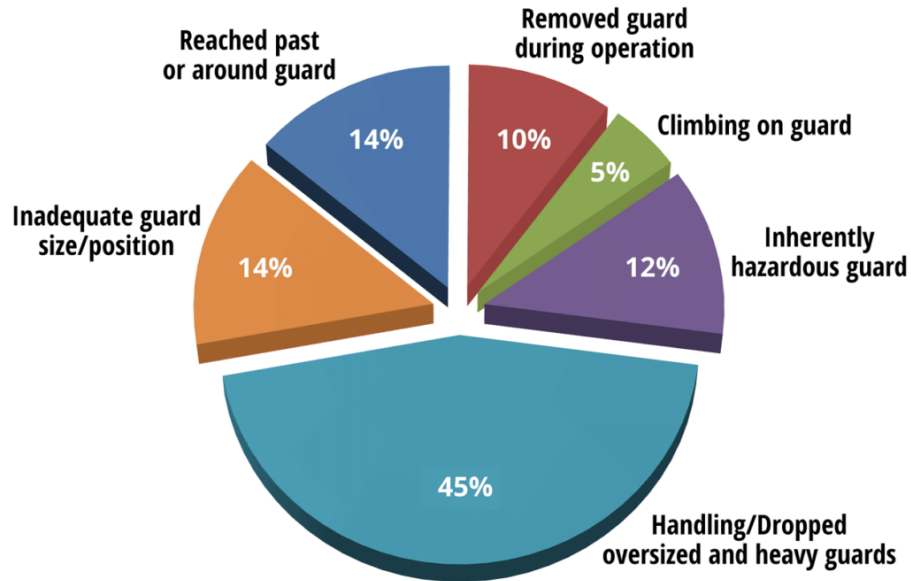
There were only three (3) machine guarding-related injuries (missing guard, inadequate guard, etc.) which account to 0.2 % of all OSHA recordable injuries during this period.

Nationally the number of work-related injuries due to machine guarding problems is much higher. Following table is based on data on Centers for Disease Control and Prevention (CDC) Work-Injury Statistics Query System (<https://wwwn.cdc.gov/Wisards/workisqs/default.aspx>).



(in 1000s)

According to an article by Machine Guard & Cover Co. (<https://machineguard.com/injuries-related-equipment-guarding/>) published on August 31, 2016, Mine Safety and Health Administration (MSHA) broke down the injuries related to machine guarding as below (it is not clear from the article when MSHA compiled the data).



Details about the three machine-guard related injuries at UNL are:

April 29, 2012- Employee cut the tip of their finger after the finger slipped into the leaf blower fan with inadequate guarding. The leaf blower with inadequate guarding was disposed.

October 4, 2019 – Employee used an older model ladder which did not have adequate pinch point guarding and caught their left index finger as EE folded the ladder. The department has a newer ladder with better guarding.

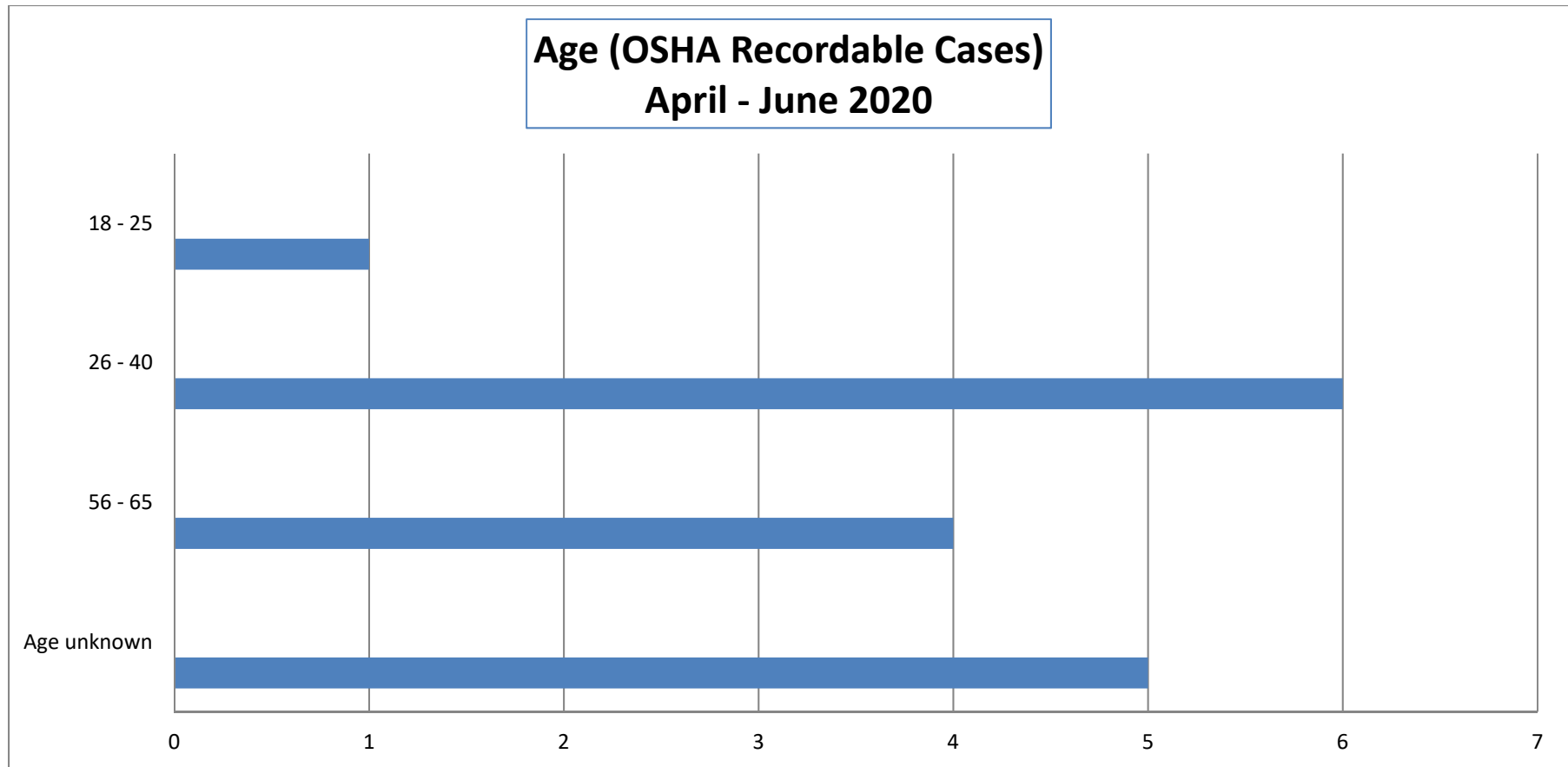
January 24, 2020 – Employee cut their left thumb while cutting card stock with a paper cutter. The paper cutter’s guard did not completely cover the blade. The department replaced the paper cutter.



## CUSC Workers Compensation Incident Report (April - June 2020)

As of June 30, 2020, forty-one (41) FRIs were received for injuries occurring between April 1 and June 30, 2020.

- Nineteen (19) or 46 % were “report only” (no medical treatment sought).
- Six (6) or 15 % were not OSHA-recordable, meaning they were minor in nature (requiring only one visit to clinic without prescription medication).
- Sixteen (16) or 39 % were classified as recordable, and are considered potentially more serious. Of those recordable incidents, four (4) or 10 % 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 Overview January 1 – March 31, 2020

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 29 buildings.

Agricultural Warehouse No. 1	Kiesselbach Crops Research Laboratory
Animal Sciences Complex	Leverton Hall
Baker Hall	Manter Hall
Beadle Center	Morrison Life Sciences Research Center
Behlen Laboratory	Nebraska East Union
Bessey Hall	Nebraska Hall
Business Services Center	Othmer Hall
Filley Hall	Peter Kiewit Institute
Food Industry Complex	Plant Sciences Hall
Food Innovation Center	Plant Pathology Greenhouse
Forage Research Lab - ARS	Stewart Seed Laboratory
Hardin Hall	Theodore Jorgensen Hall
Hazardous Materials Facility	USDA Physiology Building
Human Sciences Building	Veterinary Basic Science Building
Insectary 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.

**There were a number of injury incidents January to March, 2020, involving material handling.** Muscle sprains and strains are a common injury for all workers. This type of injury is often related to overexertion. It also occurs when the item is too heavy or bulky for one person to move and the lift is not effectively coordinated. Observing proper lifting techniques is important in avoiding injuries:

- Do not attempt to lift heavy items without assistance.
- If you think that you can safely lift the object considering its size and weight, use the legs while lifting, NOT the back.
- Do not twist the body while lifting or holding heavy objects.
- Keep the load close to your body.

Overexertion is sometimes associated with pushing/pulling and reaching efforts. Therefore:

- Avoid storing heavy or awkward items that you'll need to retrieve above waist level.
- Use a cart to move items, rather than hand-carrying. Maintain carts in good working condition
- Avoid repetitive motions or bending over for long periods of time. Vary tasks to give your muscles a chance to be used differently.
- Try to perform most of the anticipated heavy lifting at the beginning of your shift rather than save it for last.

These and other strategies to avoid overexertion injuries are discussed in the EHS Safe Operating Procedures, **General Material Handling/Safe Lifting** ([https://ehs.unl.edu/sop/s-gen\\_safe\\_lifting.pdf](https://ehs.unl.edu/sop/s-gen_safe_lifting.pdf)) and **Cart and Hand Truck Safety** ([https://ehs.unl.edu/sop/s-cart\\_hand\\_truck\\_safety.pdf](https://ehs.unl.edu/sop/s-cart_hand_truck_safety.pdf)).

These tips and a quick review of the EHS SOP would make a great, short “toolbox talk” or item for your department’s/area’s regular safety communication.