

**Chancellor's University Safety Committee (CUSC) Meeting**  
**January 19, 2021 - 3:00-4:00 p.m.**  
**Zoom meeting**

**AGENDA**

1. Introductions & Welcome (3:00 – 3:05 p.m.) Michael Straatmann
2. Resource by Ranelle Maltas: SharePoint Use & Collaboration (3:05 p.m. – 3:30 p.m.)
3. Old Business
  - A. Heads Up! (3:30 p.m. – 3:40 p.m.)
    - i. Twitter update Jody Wood
    - ii. Heads Up! yard signs, NE app mod, other
    - iii. Other
  - B. Other Old Business
4. New Business
  - A. Emergency planning & preparedness (3:40 – 3:45 p.m.) Mark Robertson
  - B. Volunteer to share a Resource (3:45 – 3:50 p.m.) Betsy Howe
  - C. Other new business
5. EHS Reports
  - A. Injury Incidents 1st Quarter (3:50 – 3:55 p.m.) Yoko Smith
6. Adjourn Michael Straatmann

**Meetings (all via Zoom until further notice):**

- March 16, 2021 (March 23 if a UNL spring break) – Open Forum
- May 18, 2021 (Injury/Illness report - January-March 2021)
- July 20, 2021 (Injury/Illness report - April-June 2021)

**Goal FY 2021-2022:**

*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**  
**January 19, 2021 • 3:00 - 4:00 p.m.**

The meeting was convened at 3:00 p.m. by Chair, Michael Straatmann.

### **GUEST SPEAKER**

Ranelle Maltas provided training on the application SharePoint. SharePoint is a secure service for collaboration on team files, web pages, and other resources (duration 34:17 minutes):

<https://unl.zoom.us/rec/share/L7z9EAFBogruoPQFX671Q5qRI6lffv58HcaVY3IEhyKNJQcQwMS0bKvINUfr1O54.y651DNI-Cw9lJeAo?startTime=1611090091000>.

Here is a link to SharePoint: Essentials PDF Ranelle provided:

<https://unl.box.com/s/6xswx3fygkr7uxwn711ck39k0abmpr7l>

SharePoint is one of the tools that will totally replace Box cloud storage by the end of this calendar year. Migration will occur on a schedule. Learn more at <https://its.nebraska.edu/box> including how to opt-in and have your Box migrated on your schedule.

### **INTRODUCTIONS**

Michael called on attendees and each provided the name of the department/facility they represent.

**Members In Attendance:** Eileen Bergt (Landscape Services), Mike Livingston (Agronomy/Horticulture), Kyle Hansen (CREC), Sandi Meyer (ARD Projects), Jody Wood (Institutional Equity & Compliance), Jeremy Hiller (SNR), Alan Boldt (BSE), Ron Bacon (Custodial Services), Allen Specht (UAAD), Susan Thomas (UNOPA), Martha Morton (Chemistry), Barb McCain (Dining Services), Martha Morton (Chemistry), Brent Freeman (Nebraska Unions), Beth Whitaker (School of Biological Sciences), Deb Royal (VDC), Lynn Doser (The Sheldon Museum of Art), Brenda Osthus (EHS), Yoko Smith (EHS support), and Elizabeth (Betsy) Howe (EHS support)

**Safety Committee Chairs:** Andy Smriga (Nebraska East Union), John Sternberg (Johnny Carson School of Theatre & Film), Erin Bauer (Entomology), and Randi Houghtelling (NE College of Tech Agriculture).

**Guest:** Ranelle Maltas

### **OLD BUSINESS**

## **Heads Up! Twitter Update**

Jody Wood worked with Student Affairs who agreed to post a Heads Up! UCOMM-developed graphic monthly on their Twitter account. Jody will ask her Student Affairs Twitter contact to notify her when they post so she can follow up with UCOMM to repost.

## **Heads Up! Yard Signs, NE App**

Patrick Baker, ASUN representative, was not able to attend, so this idea will be discussed next meeting:

- Talk with the Nebraska app team about some integration. For example:
  - Near Miss reporting become part of Incident Reporting.
  - Adding a component that can be activated if getting ready to drive or bicycle, so texts/calls are inactivated on the mobile device.
  - Get a monthly notification to drive/walk/cycle safety with pop-up of a Heads Up! graphic.
  - Download and app information here:  
<https://mobile.unl.edu/nebraska-app>

Yard signs. There is \$189.42 left from a fundraiser a few years ago. That will be enough to buy six one-sided yard signs. Yard signs are suggested for posting by parking lot and garage entrances/exits and around campus, especially at the beginning and end of each semester. They could also be posted near testing sites to reach more people if Covid-19 saliva testing continues and all workers are not working from campus yet. Since yard signs are not tied to a particular time/season, they could be used over and over for several semesters.

A subcommittee of Eileen Bergt, Sandi Meyer and Jody Wood will determine which of the two lowest bids will be accepted, UNL Printing Services or Goldenrod Printing, working with staff at EHS as that is where the funds are held. Eileen suggested that the posters could be displayed on City Campus for a week followed by a week-long display on East Campus at the beginning of fall semester to reach different groups. This would require a request to the appropriate committee.

Betsy Howe will check with UCOMM as to whether the CUSC can get new posters, developed free-of-charge as before, before the project of yard displays moves forward.

There was no other old business.

## **NEW BUSINESS**

### **Emergency Planning & Preparedness**

Mark Robertson was unable to attend due to conflicting meetings but suggests members review <https://covid19.unl.edu/spring-testing>, which contains the information he would have presented.

### **Member Resource Sharing**

Starting in March 2021 members will be asked to provide a “resource” at a CUSC meeting which can be on any topic related to safety or operations that the general membership will find useful/applicable/interesting for their own department/facility/area. Presentations can be as elaborate (PowerPoint) or as informal (speaking only) as the member wishes, with or without handouts.

Topics can be anything related to how their area handles some aspect of safety or a unique project handled. Members are asked to thoughtfully consider volunteering to be a ‘resource’ at a CUSC meeting, either in March, May or July 2021. If you have questions or wish to volunteer, contact Betsy Howe (ehowe2@unl.edu).

There was no other New Business

### **EHS Reports**

#### **FY 2020-2021 (2nd Quarter) INJURY INCIDENT REPORTS**

The Injury Incident information from the recent quarter was delivered by email to members for their review prior to the meeting. Yoko Smith noted that very small changes in worker actions would have led to eliminating the OSHA-Recordable injury in many cases.

Icy conditions were an issue recently. Eileen said Landscape Services tries to be proactive. Sometimes icy spots develop with melting and re-freezing, so Landscape Services needs the campus community to report such areas to the Facilities Service Desk to be addressed. In addition, there are buckets inside all buildings with material to be spread to mitigate slipperiness of walkways/

Beth Whitaker had questions on the injury reports from the last two quarters:

- Quarterly injury reports are a bit entertaining, but sad. In several cases, just taking that extra moment to do it right (get right equipment, turn the machine off, etc.) would have prevented the injury. Can CUSC come up with a theme on this? Michael Straatmann suggested the group think about slogans for a campaign on this topic and bring ideas to the next meeting.

- At the November CUSC meeting there were a number of wet floor injuries. Beth wondered what may have led to the higher number of slips/falls due to wet floors: More signage? Better ways to remove as much excess water as possible after mopping? A number of new workers/workers in training? More mopping than usual? Since the October – December report did not contain any ‘wet floor’ injuries, any mitigating circumstances apparently have already been addressed.

## **CLOSING REMARKS**

Thanks to those members who volunteered for the Heads Up! subcommittee. The next meeting will be on March 16, 2021, from 3:00 – 4:00 p.m. Michael Straatmann adjourned the meeting.

## CUSC Workers Compensation Incident Report (October - December 2020)

As of December 31, 2020, thirty-seven (37) FRIs were received for injuries occurring between October 1 and December 31, 2020.

- Thirteen (13) or 35 % were “report only” (no medical treatment sought).
- Nine (9) or 24 % were not OSHA-recordable, meaning they were minor in nature (requiring only one visit to clinic without prescription medication).
- Fifteen (15) or 41% were classified as OSHA recordable, and are considered potentially more serious. Of those recordable incidents, eight (8) or 22 % 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.

