Chancellor’s University Safety Committee (CUSC) Meeting
March 16, 2021   -   3:00-4:00 p.m.
Zoom meeting
(Contact ehs@unl.edu for Zoom link)

AGENDA

1. Introductions & Welcome (3:00 – 3:05 p.m.) Michael Straatmann

2. Open Forum (3:05 p.m. – 3:10 p.m.)

3. Old Business
   A. Heads Up! (3:10 p.m. – 3:15 p.m.)
      i. Twitter update Jody Wood
      ii. Heads Up! new graphics, NE app use (Patrick)
   B. Other Old Business

4. New Business
   A. Emergency planning & preparedness (3:15 – 3:20 p.m.) Mark Robertson
   B. New Campaign idea/slogan – “Take a Minute” (3:20 – 3:30 pm)
   C. Resource (3:30 – 3:50 p.m.) Deb Royal
   D. Other new business

5. Adjourn Michael Straatmann

Meetings (all via Zoom until further notice):
- 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.*
The meeting was convened at 3:00 p.m. by Chair, Michael Straatmann.

OPEN FORUM

Alan Boldt brought to the committee’s attention three items, all related to pedestrian safety along the North side of Chase Hall along Fair Street. They were:

1. The sidewalk on the North side of Chase ends at the NW corner of Chase. Pedestrians using the sidewalk along Fair Street are forced out into the street at that point.
2. During the winter, the snow that was piled up during street clearing was not cleared from the crosswalk behind Chase that crosses Fair Street. The snow was cleared about 20’ to the east where there is a curb cut for a garage door opening to Chase. Individuals would use this clearing to cross the street, causing them to be in the street instead of the designated crosswalk.
3. The buses that travel along Fair Street between N35th and N37th often exceed the 15 mph. limit. Often, estimated at over 25 mph.

Jim Jackson noted that he and Dan Carpenter work closely with Star Tran. Concerns related to buses on campus can be sent to either of them. Eileen Bergt reminded the group that the types of situation in items 2 and 3 above should be reported to the Service Desk, 402-472-1550 or servicedesk@unl.edu.

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), 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), Beth Whitaker (School of Biological Sciences), Deb Royal (VDC), Lynn Doser (The Sheldon Museum of Art), Jeff Witkowski (ARD Greenhouses), Logan Dana (NEREC), Mark Robertson (University Police), Stacie Ray (SEHS), Sara Frizzell (Research & Compliance), Jo Bialas (Business Operations & Risk Management), Brenda Osthus (EHS), Yoko Smith (EHS support), and Elizabeth (Betsy) Howe (EHS support), Jim Jackson (Assoc. Vice Chancellor, University Operations)
Safety Committee Chairs: Andy Smriga (Nebraska East Union), Kyle Broderick (Plant Pathology), Adam Eakin (State Museum), Brent Morgan (Libraries) Erin Bauer (Entomology), Joel Hamann (UHC-UNMC), and Randi Houghtelling (NE College of Tech Agriculture).

OLD BUSINESS

Heads Up! Twitter Update

Jody Wood has been working with Student Affairs. They posted to their Twitter account a Heads Up! graphic in October, November, and March. Since it will be a while before the new graphics are available, members suggested Jody provide Student Affairs with more of the currently available graphics.

Heads Up! Nebraska App and New Graphics

Patrick Baker, ASUN representative, was not able to attend. Michael will follow up with Patrick on his suggestions related to the Nebraska App. Here are highlights of the original idea:

- 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

A sub-committee comprised of Michael Straatmann, Michael Livingston, Jody Wood and Betsy Howe met with Lauren Becwar, UCOMM Project Manager and a UCOMM graphic designer to discuss new Heads Up! graphics development. Slogan suggestions were submitted by a number of CUSC members and were delivered to the UCOMM project team.

Since there are more and more skateboards and scooters on campus with unsafe practices observed, the sub-committee suggested those two modes of transportation be included in the Heads Up! awareness campaign graphics. The UCOMM team indicated they would have a set of new graphics for review before April 1.
There was no other old business.

**NEW BUSINESS**

**Emergency Planning & Preparedness**

Mark Robertson informed the group that March 21-27, 2021, is Severe Weather Awareness Week for Nebraska. There is a statewide test of the emergency sirens planned for Wednesday, March 24, 2021. Mark encouraged all to think about what they would do/where they would go in the event of a tornado, regardless of where they are currently working from, home or campus.

Mark is on the COVID-19 Task Force. This group is reviewing policies to maintain a safe campus while moving toward less restrictions.

**New Campaign Idea/Slogan**

The idea of working on another safety campaign, with a possible theme of “Take a Minute” was proposed at the end of the January meeting. Beth Whitaker noted that injuries presented at the January meeting were mostly preventable had workers taken a moment before starting their task to evaluate if all they need to perform a task safely is in place. Yoko Smith agreed that, if workers had taken a moment to think before they acted, injuries at UNL could have been greatly reduced in number and severity.

Michael asked member to think about the possibilities and be ready by the May meeting to discuss whether the CUSC should take on this campaign which has a different safety focus. And if so, should this new campaign run simultaneously with the Heads Up! campaign or a new campaign be tabled for few months to get new Heads Up! graphics and yard signs project firmly in place. Members were also requested to think about how to package and roll out such a campaign if the consensus is to proceed. Members can send their ideas/thoughts on this topic ahead of time to the group using the listserv cusc@unl.edu.

**Member Safety Resource**

Deb Royal, Veterinary Diagnostic Center (VDC), shared information on training in general and safety training in particular for all those who work at VDC, based upon their duties. When Deb started her current position, she developed and standardized a number of policies and procedures to ensure that all VDC workers were participating in appropriate safety training. Using resources at the UNL Emergency Planning and Preparedness website, https://emergency.unl.edu, information on handling various emergency situations was developed, along with maps of the building showing emergency equipment. An initial tour ensures employees are aware of tornado shelter location, exits, and likely areas to hide should there be an active shooter. Employees are also made aware of the place to gather in the event a
building evacuation is necessary. Both general and specific laboratory safety rules are reviewed. Deb created a checklist to ensure all necessary areas are covered.

To help her keep track of what training needs to be done based on employee duties, Deb created a spreadsheet listing all possible training and using color coding to break down which duties require what training. Then she tracks specific employee training in a separate spreadsheet, checking off one time training and indicating year of training for those trainings that are reoccurring.

After the presentation, discussion ensued about how to get “buy-in” from employees. The consensus is that, should employees balk at completing required training, support of the department Chair is key to ensure compliance.

There was no new business.

**CLOSING REMARKS**

The next meeting will be on May 18, 2021, from 3:00 – 4:00 p.m. Michael Straatmann adjourned the meeting.
SAFETY TRAINING AT THE NVDC
WHAT TRAINING IS REQUIRED?

• PRIOR TO JANUARY 2019 THERE WAS NO ORGANIZATION OF SAFETY TRAINING
  • NO ONE KNEW WHICH TRAININGS WERE REQUIRE
  • NO ONE KEPT TRACK OF TRAINING FOR NEW AND EXISTING EMPLOYEES
  • NEW EMPLOYEES WERE NOT GIVEN A SAFETY TOUR
  • EMPLOYEES WERE NOT AWARE OF UNL SAFETY POLICIES
POLICIES AND PROCEDURES

- NVDC EMERGENCY PREPAREDNESS POLICY
- PANDEMIC POLICY
- LABORATORY SAFETY PROCEDURES
- SAFETY EQUIPMENT AND EXIT GUIDE
- RABIES AND HEPATITIS B IMMUNIZATION POLICY
NVDC EMERGENCY PREPAREDNESS POLICY

• DEFINES THE BUILDING EMERGENCY COORDINATOR AND AREA COORDINATORS
• DESIGNATES THE MEETING PLACE IN THE EVENT OF AN EVACUATION
• DESCRIBES THE RESPONSE TO:
  • FIRE AND EVACUATION
  • TORNADO
  • BOMB THREAT
  • GAS LEAK AND HAZARDOUS CHEMICAL SPILLS
  • ACTIVE SHOOTER
  • ELEVATED THREAT
PANDEMIC POLICY

• THE NDVC WILL FOLLOW STATE, LOCAL AND UNL GUIDELINES

• THE NVDC DIRECTOR WILL DETERMINE POLICIES BASED ON THE RISK TO EMPLOYEES SUCH AS:
  • REQUIRED PPE
  • SOCIAL DISTANCING
  • WORKING FROM HOME
  • ACCESS TO VISITORS
  • ROTATION OF STAFF

• SOCIAL DISTANCING MAY INCLUDE:
  • ONLY 1 PERSON IN SMALLER ROOMS
  • NO SOCIAL GATHERINGS OR SHARING OF FOOD
  • ROTATION OF STAFF INCLUDING SHIFT AND WEEKEND WORK
LABORATORY SAFETY PROCEDURES

• REQUIRED SAFETY TRAINING BASED ON THE EMPLOYEE’S DUTIES
  • REQUIRED PPE AND CLOTHING
  • SAFETY EQUIPMENT TYPES AND LOCATIONS
  • ACCIDENT RESPONSE
  • SAFETY DATA SHEETS LOCATION AND INFORMATION
  • LABORATORY RULES
  • EHS SAFETY MANUALS
    • IBC PROTOCOLS
    • AGENT HAZARD RISK ASSESSMENT
    • BIOSAFETY MANUAL CONTENTS
CHECKLISTS AND FORMS

- NEW EMPLOYEE INTRODUCTION AND SAFETY TRAINING CHECKLIST
- RABIES CONSENT FORM
- HEPATITIS BE IMMUNIZATION FORM
# Tracking Training

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**Introduction**

Tour of the VDC and introduction to faculty and staff

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<td>Paperwork and Benefits - Animal Science Complex Rm C201</td>
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<td>NCARD (UNL Employee ID) – Main Level NE Union Rm 121</td>
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<td>Keys and NCARD Activation – VDC Business Manager</td>
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<td>FRM-VDC-022 Rabies Consent</td>
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**UNL EHS Training** ([https://ehs.unl.edu/web-based-training](https://ehs.unl.edu/web-based-training))

- Core-Injury and Illness Prevention Plan
- Core-Emergency Preparedness Training
- Biosafety Research Compliance
- Biosafety 101
- Biosafety 201
- Bloodborne Pathogens (including HIV/HBV/HCV)
- Chemical Safety Training
- Fire Extinguisher Training
- Personal Protective Equipment
- Using Biosafety Cabinets (presentation or video)
- Compressed Gas Safety (presentation or video)

**Shipping of Infectious or Diagnostic Specimens**

- DOT/IATA Initial/Recurrent Training (Biological Substances)
- DOT/IATA Initial/Recurrent Training (Dry Ice)
- DOT/IATA Initial Training (Infectious Substances)

**Safety Equipment Location**

- Safety showers
- Eye wash stations
- Fire suppression (alarms, extinguishers, blankets)
- Spill kits
- First Aid Kits
- Material Safety Data (MSD) and chemical inventory

**Evacuation routes and Designated Gathering Areas (POL-VDC-005)**

- Fires
- Tornadoes
- Bomb threat

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<td>No food or drink in the lab area</td>
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<td>Do not apply make-up in the lab area</td>
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<td>Required PPE areas</td>
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