

**In this issue of the Environmental Health and Safety (EHS) Listserv,
August 9, 2017**

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1. DOT/IATA Shipping Training/SOPs Revamped

In accordance with both Department of Transportation (DOT) regulations and International Air Transport Association (IATA) standards, “hazmat” employees must have documented current training. “Hazmat” employees are those who are engaged in any pre-transport or transport function of hazardous materials/dangerous goods. Following are examples of functions related to handling hazardous materials/dangerous goods that would result in the employee being considered a “hazmat” employee:

- Packaging
- Labeling
- Signing transportation documentation
- Loading or unloading
- Transporting in commerce

Hazmat employees must receive initial training before conducting any transportation-related function and have recurrent training every three years.

To facilitate the necessary training for UNL “hazmat” employees, the EHS approach to DOT/IATA training has changed. Applicable “Shipping” Safe Operating Procedures (SOPs) have changed as well to be in line with the training.

Here is an overview of the new approach to DOT/IATA web-based training:

1. Initial/Recurrent Training (Shipping Dangerous Goods) ***Dry Ice/Dangerous Goods in Excepted Quantities*** may now be taken as the initial training when an employee is assigned the task to prepare and ship packages that contain dry ice and/or specific Dangerous Goods in Excepted Quantities from Hazard Class 3, 8, or 9, and no other dangerous good/hazardous material. This training still serves as recurrent training every three years. This training **MUST** be successfully

completed PRIOR TO taking any other of the DOT/IATA training courses offered by EHS. This new training is currently online.

2. Initial/Recurrent Training (Shipping Dangerous Goods) **Biological Substances, Category B, and Patient Specimens (human/animal) with or without Dry Ice and/or Dangerous Goods in Excepted Quantities** may now be taken as the initial training when an employee is assigned the task to prepare and ship packages that contain biological substances, Category B, or patient specimens (human/animal). This web-based training still serves as recurrent training every three years.

Before taking this training, employees MUST successfully complete the “Dry Ice/Dangerous Goods” training course noted in bullet #1 above. This new training related to biological substances is in progress and will be online by mid-September.

3. Recurrent Training (Shipping Dangerous Goods) **Infectious Substances, Category A, with or without Dry Ice and/or Dangerous Goods in Excepted Quantities** may still ONLY be taken to fulfill the requirement for recurrent training. Initial training when an employee is assigned the task to prepare and ship packages that contain infectious substances, Category A, MUST be taken in the instructor-led format. Those shipping infectious substances, Category A, and taking web-based training to fulfill the requirement for recurrent training MUST first successfully complete the “Dry Ice/Dangerous Goods” DOT/IATA course listed as #1.

The new training related to infectious substances will be online by mid-October. Those who also need to ship Biological Substances, Category B and/or Patient Specimens must also complete the training noted in #2 bullet above.

Here are revised and new “**Shipping**” SOPs that support the revised training path:

- **Shipping Items With Dry Ice That Are Not Otherwise Dangerous Goods** http://ehs.unl.edu/sop/s-ship_nondanger_dry_ice.pdf
- NEW: **Shipping Excepted Quantities of Dangerous Goods** http://ehs.unl.edu/sop/s-ship_excepted_quantities.pdf
- **Shipping Biological Substances and Patient Specimens** http://ehs.unl.edu/sop/s-ship_biological_substances.pdf
- **Shipping Infectious Substances With or Without Dry Ice** http://ehs.unl.edu/sop/s-ship_infectious_substances.pdf

If your job tasks qualify you as a “hazmat” employee and you have not taken DOT/IATA training or if you have questions on this topic or the changes being implemented, contact Tony Lloyd, alloyd4@unl.edu, 402-472-4942.

Resources:

- EHS **Shipping** SOPs <http://ehs.unl.edu/sop/shipping>
- United States Department of Transportation
<https://www.transportation.gov/>
- International Air Transport Association <http://www.iata.org/>

2. Chancellor's University Safety Committee Open Forum

The Chancellor's University Safety Committee (CUSC) will host the fall **Open Forum** meeting at Nebraska City Campus Union 3:00 – 4:00 p.m. on Tuesday, September 19, 2017. The campus community is invited to share concerns or just observe the workings of the CUSC.

The CUSC is a UNL committee established to assist the Chancellor by making recommendations of methods to reduce safety hazards at UNL. The campus community may contact the CUSC Chair at any time with safety concerns or questions and attend bi-monthly meetings.

The CUSC charter, as well as links to the list of members, upcoming agenda, meeting dates/locations, previous meeting minutes, current year's goal and more, are available online. Plan to attend the upcoming Open Forum meeting!

Resources

- Chancellor's University Safety Committee
<http://ehs.unl.edu/chancellors-university-safety-committee-cusc#cusc>
- **Chancellor's University Safety Committee Guidelines** SOP
<http://ehs.unl.edu/cuscguidelines.pdf>

3. Chafing Fuel (Sterno) Storage, Use, and Disposal

Sterno or "canned heat" solid fuel is used to keep prepared food warm. Care must be taken when using and storing these alcohol-based fuels. These products are flammable, and depending on the specific chemical makeup can also be toxic.

Chafing fuel containers should be tightly closed when not in use. Due to flammability, only small numbers of units may be stored. Store in a cool, dry place away from sources of heat, open flames, and oxidizers. As with other chemicals, store away from food stuff. Here are a few tips for safe use of chafing fuel:

- As with all open flames, use caution when handling.
- Put the can in place before lighting.
- Make sure cans are securely in place.
- Always use a long-handled match or butane lighter to light cans.

After use, if the chemical is completely burned up, the empty container can be disposed of in the regular trash. If there is any residual fuel in the can, the lid must be replaced on the container and the container disposed of through EHS.

To dispose of through EHS, complete a Hazardous Materials Collection Tag and send the top form to EHS by campus mail. Collection tags may be obtained from EHS by calling 402-472-4925 or emailing ehs@unl.edu.

Remember safety procedures while using Sterno-type products. Be mindful that these have an open flame so keep away from any flammable/combustible decorations. Use a hot mitt/pad when touching/moving/removing Sterno cans from under chafing dishes or similar items.

Resources

- EHS **Hazardous/Radioactive Materials Collection Procedure** Safe Operating Procedure
http://ehs.unl.edu/sop/s-chem_collection_procedures.pdf
- Sterno Training Center <http://www.sternopro.com/training-center/sterno-101>
- Sterno Chafing Fuel <http://www.sternopro.com/training-center/chafing-fuel-101>
- Sterno Lighting <http://www.sternopro.com/training-center/lighting-101>
- Sterno Training Videos <http://www.sternopro.com/scl-tv>

4. Safety Shorts – Chafing Fuel Safety

This series features links to short safety resource(s) each month. Provided this month are resources on the safe use of Sterno chafing fuel.

- **Sterno Chafing Fuel Safety Tips** (Sterno Products Pro, 1:44 minutes)
<https://www.youtube.com/watch?v=10Rx1mcJAj8>
- **Safe Heat Chafing Fuel** (Sterno CandleLamp, 1.51 minutes)
<https://www.youtube.com/watch?v=2MutFMyWoog>

NOTE: Resources provided are for informational purposes only. Publication does not indicate endorsement a particular company or product or affect current UNL policies and procedures.

5. Situational Preparedness – Avoid Being “Struck By”

Situational preparedness is so important that we will be looking at various aspects over time, as well as providing resources to assist you to “be prepared” for whatever situations you may encounter at UNL.

Fatalities involving vehicles are on the rise. To help prevent incidents of being “struck by” vehicles or bicycles, embrace the EYES acronym being publicized by the Occupational Safety and Health Administration (OSHA):

- E - Evaluate
- Y - Your
- E - Entire
- S - Surroundings

OSHA has published a Fact Sheet with a focus on avoiding being struck by equipment or motorized vehicles. Many of the principles put forth can help bicyclists avoid being struck by a motor vehicle and help pedestrians avoid being struck by motor vehicles or bicycles.

Remember there are a number of resources available through the EHS website to help you promote pedestrian/bicycle/motor vehicle safety as part of the **Heads Up!** campaign developed by the Chancellor’s University Safety Committee. While the primary focus of that campaign has been safely moving about the campuses, the concept of “Heads Up!” can be taken inside the workplace, in particular in areas where workers are using equipment such as carts, forklifts, pallets, various custodial equipment, etc. If you have additional resources to share for the **Heads Up!** campaign, contact Elizabeth (Betsy) Howe, ehowe2@unl.edu, 402-472-5488.

Resources

- OSHA FactSheet “Struck By Vehicles”
<http://files.constantcontact.com/0056d453001/efea46a6-ca75-4d79-b0b0-042a5838042b.pdf>
- EHS Safety Resources “Heads Up! Marketing Materials”
<http://ehs.unl.edu/heads-up-marketing-materials>

6. Emergency Plans: Develop/Review/Update/Train/Retrain

The purpose of an emergency action plan is to facilitate and organize employer and employee actions during workplace emergencies. Well-developed emergency plans and proper employee training, such that employees understand their roles and responsibilities within the plan, will result in fewer and less severe employee injuries and less collateral damage to the ongoing research or facilities during emergencies.

Putting together an emergency action plan that deals with specifics of your work site/building is not difficult. It involves describing how employees should respond to different types of emergencies, taking into account your specific work site layout, structural features, and emergency systems.

The UNL Emergency Planning and Preparedness web site contains a template (“Faculty, Staff & Depts.” tab, “Have a Plan” section). Assistance and a fillable version is available upon request from Mark Robertson, UNL Emergency Preparedness Coordinator (preparedness@unl.edu). While the template is designed for developing a **Building Emergency Action Plan**, it can readily be modified to develop a facility or specific area action plan.

Does your department/area/facility already have an Emergency Action Plan? Emergency action plans should be reviewed at least once a year and more often if necessary to reflect changes in personnel or other specific attributes of the area/facility.

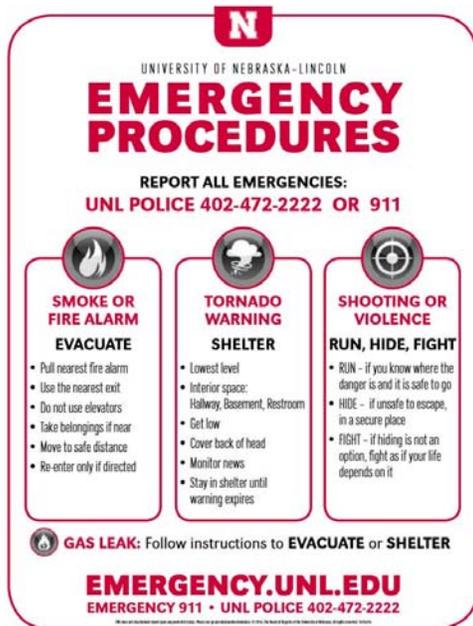
All workers should be familiar with the emergency action plan, including how they will be notified of an emergency, at least two safe routes of escape from the building, and where they can shelter-in-place if needed. In an emergency, people tend to freeze, so they need to know what to do without having to think about it—that means training. If workers have additional roles to play in an emergency, such as shutting down equipment or assisting disabled co-workers, they must be trained in those duties as well. In addition to regular review/retraining, make sure that all new workers are trained on the emergency action plan.

Resources

- Emergency Planning & Preparedness: Building Emergency Action Plan <http://emergency.unl.edu/Building%20Emergency%20Action%20Plan%20Template.pdf>
- EHS **Emergency Preparedness** Safe Operating Procedures <http://ehs.unl.edu/sop/emergency-preparedness>
- EHS **Emergency Preparedness** web-based training <http://ehs.unl.edu/web-based-training#EP>

7. Safety Poster – Emergency Procedures

The UNL Emergency Planning and Preparedness website has a number of resources of use to faculty, staff, students, and visitors.



This “Emergency Procedures” document, which you may have seen around campus displayed as a poster, is a handy reference for all workers to use as a periodic reminder of what to do in various emergency situations. Faculty/TAs can provide this document as a handout during the course introduction or upload it to an online course for student review. This document can be used as a talking point in “toolbox talk” or safety committee meeting.

Another useful resource for faculty and teaching assistants is the “Faculty Guidance for Incident Response” document. Both documents are available through the UNL Emergency Planning and Preparedness website.

Resources:

- UNL Emergency Planning and Preparedness <http://emergency.unl.edu/>
- UNL Police Department EMERGENCY PROCEDURES
<http://emergency.unl.edu/doc/Emergency%20Procedures%202017.pdf>
- UNL Police Department FACULTY GUIDANCE FOR INCIDENT RESPONSE
<http://emergency.unl.edu/doc/Faculty%20Guidance%20for%20Emergencies.pdf>

8. Are You Satisfied?

Environmental Health and Safety is committed to excellent customer service and offers a *Customer Satisfaction Survey* as an easy method for the campus community to provide feedback on our services and staff. By taking a few

moments to complete the survey (<http://ehs.unl.edu/survey>), you will be helping us to identify areas where we might need to focus our attention. In order to effectively evaluate potential areas for improvement, please provide specific information or examples and your name and contact information. The Director, Brenda Osthus, follows up on all submissions. We greatly appreciate your participation.

Please feel free to contact Brenda Osthus, EHS Director, at 402-472-4927 or bosthus1@unl.edu if you would rather communicate outside the parameters of this survey.

9. Revised Safe Operating Procedures

- **Construction Site NPDES Permits** SOP http://ehs.unl.edu/sop/s-construction_site%20npdes_permits.pdf
Removed information related to dewatering (which is in another SOP),
Added requirement for contractors to submit the SWPPP to EHS for review and approval. Clarified roles/responsibilities.
- **On-the-Job and Student Injuries** SOP <http://ehs.unl.edu/sop/s-injury.pdf>
Updated to reflect the closure of two facilities previously listed and revise fax number for submitting the First Report of Alleged Occupational Injury/Illness and related paperwork to begin the process of evaluation for workers' compensation.
- **Sewer Disposal List** SOP <http://ehs.unl.edu/sop/s-sewerdisp.pdf>
Added TBE (Tris-Borate EDTA) to the list.

Remember...SAFETY IS AN ATTITUDE!

Environmental Health and Safety

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