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1. Woodworking Safety

Woodworking operations can be very dangerous, particularly when workers use machines improperly or without proper safeguards. Using hand or power tools improperly or ignoring standard safety practices can lead to permanent injury or even death. Following is tips to help you work safely.

Preparation:

- Only use woodworking machines that you have been trained to use properly.
- Read the owner's manual carefully.
- Make sure you understand instructions before attempting to use any tool or machine.

Safety Procedures:

- Always wear appropriate Personal Protective Equipment: safety glasses; hearing protection if needed considering the level and frequency of the noise; gloves to protect hands from splinters when handling wood (but not worn near rotating blades and other machinery parts where the gloves might get caught in the machine); and protective footwear when required.
- Make sure all safeguarding is in place before operating any equipment or machine.
- Check that extraneous tools and other materials are removed from the machine before turning on the power.
- Inspect stock for nails or other defects before proceeding.
- Ensure that all cutting tools and blades are clean, sharp, and in good working order so that they will cut freely.

- Turn the power off and unplug the power cord (or lock out the power source) before inspecting, changing, cleaning, adjusting or repairing a blade or a machine.
- Use a "push stick" to push material into the cutting area. Jigs are also useful in keeping hands safe during cutting procedures. Keep hands out of the line of the cutting blade.
- Clamp down and secure all workpieces when drilling or milling.
- Use good lighting so that the work piece, cutting blades, and machine controls can be seen clearly. Position or shade lighting sources so they do not shine in the operator's eyes or cause glare and reflections.
- Ensure that the floor space around the equipment is sufficient to prevent bumping into other workers or equipment.
- Use extension tables or roller supports for large workpieces. Supports should be placed on both sides (infeed and outfeed).
- Woodworking machines should be fitted with efficient and well-maintained local exhaust ventilation systems to remove sawdust or chips.
- Electric power cords should be above head level or otherwise positioned in such a way that they are not tripping hazards.
- Keep work area free of clutter, clean, well swept, and well lit. Good housekeeping practices and workplace design will reduce the number of injuries and accidents from slips, trips, and falls

Circumstances to Avoid:

- Do not work when you are tired or distracted.
- Do not wear loose clothing, work gloves, neckties, rings, bracelets or other jewelry that can become entangled with moving parts.
- Avoid awkward operational and hand positions where a sudden slip could cause your hand to move into the cutting tool or blade.
- Do not remove sawdust or cuttings from the cutting head by hand while a machine is running. Use a stick or brush when the machine has stopped moving.
- Do not use compressed air to remove sawdust, turnings, etc. from machines or clothing.
- Do not leave machines running unattended (unless they are designed and intended to be operated while unattended). Do not leave a machine until the power off is turned off and the machine comes to a complete stop.
- Do not try to free a stalled blade or change blades or bits before turning the power off.
- Set up the area to minimize distractions. Avoid horseplay.

Woodworking operations should only be performed when thoroughly familiar with the equipment, materials and process. Always keep safety foremost in your mind.

Resources:

- Canadian Centre for Occupational Health and Safety (CCOHS)
https://www.ccohs.ca/oshanswers/safety_haz/woodwork/gen_safe.html
- OSHA Woodworking: Hazards and Solutions
https://www.osha.gov/SLTC/woodproducts/ww_hazards.html
- Fine Woodworking: start woodworking
<http://www.startwoodworking.com/post/woodworking-safety-ultimate-guide>
- Wood.Work.Web.com “The 10 Safety Rules Every Woodworker Should Know”
<https://www.woodworkweb.com/woodwork-topics/woodworking-safety/262-the-10-safety-rules-every-woodworker-needs-to-know.html>
- The Wood Magazine.com “Safety”
<https://www.woodmagazine.com/woodworking-how-to/safety>
- Woodworkers Guild of America: WOODWORKING SAFETY
<https://www.wwgoa.com/content/woodworking-safety/>

2. Safety Shorts – Woodworking TBD

This series features links to short safety resource(s) each month. Provided this month are resources related to woodworking safety.

- **52 - Shop Safety: My Mistakes** (The Wood Whisperer, duration 12:40 minutes)
<https://www.youtube.com/watch?v=FmHMeVTeaF4>
- **50 - Shop Safety: What if** (The Wood Whisperer, duration 5:13 minutes)
<https://www.youtube.com/watch?v=Fxiol2IM1g>

The Wood Whisperer Shop Safety Series (multiple videos on a variety of woodworking topics)

https://www.youtube.com/results?search_query=the+wood+whisperer+shop+safety

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

3. Fall Safety Colloquium – Ladder Safety for Everyone

Environmental Health & Safety (EHS), in partnership with the Office of Research & Economic Development (ORED), is sponsoring a campus-wide Safety Colloquium, “***Ladder Safety for Everyone***,” featuring Dick Francis, National Safety Director, Little Giant Ladders.

Everyone who uses, intends to use, or selects and purchases a ladder will find this colloquium particularly informative.

This event will be on Wednesday, October 24, 2018. Attendees may select the time that best fits their schedule:

- East Campus Union from 11:30 a.m. – 1:00 p.m. OR
- Hamilton Hall (Room 104) from 3:30 – 5:00 p.m.

RSVPs are NOT required. Previous colloquia are available online. Any questions may be addressed to Elizabeth (Betsy) Howe: 402-472-5488 or ehowe2@unl.edu.

Resources

- EHS Safety Colloquium Series <http://ehs.unl.edu/training/Colloquium>

4. Chancellor's University Safety Committee Open Forum

The Chancellor's University Safety Committee (CUSC) will host the fall **Open Forum** meeting at Nebraska City Union 3:00 – 4:00 p.m. on Tuesday, September 18, 2018. 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.

Resources

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

5. Situational Preparedness – Mobile Electronic Devices

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.

The popularity and proliferation of mobile devices have had unintended and sometimes deadly consequences. The number of traffic accidents linked to driving while distracted, including the use of mobile devices, is alarming. And

not all such links are reported due to fear of penalty for ignoring state laws about the use of cell phones.

The Centers for Disease Control (CDC) reports approximately nine people are killed and more than 1000 injured daily in the United States in incidents reported as involving a distracted driver. During daylight hours across the United States, approximately 666,000 drivers are using cell phones or manipulating electronic devices while driving, the National Highway Traffic Safety Administration (NHTSA) reports.

Here is what you can do to help:

- Give new drivers simple, clear instructions not to use wireless devices when driving. Remind friends, family, acquaintances to “just drive.”
- Lead by example. If you need to text or talk on the phone, pull over to a safe place.
- Be informed and active. Share the importance of driving without distraction widely – organizations you belong to, your kids’ schools, as well as family and friends. Ask that THEY share with their contacts

Resources

- CDC “Distracted Driving” https://www.cdc.gov/motorvehiclesafety/distracted_driving/index.html
- NHTSA “Distracted Driving” <https://www.nhtsa.gov/risky-driving/distracted-driving>
- Federal Communications Commission (FCC) “The Dangers of Distracted Driving” <https://www.fcc.gov/consumers/guides/dangers-texting-while-driving>

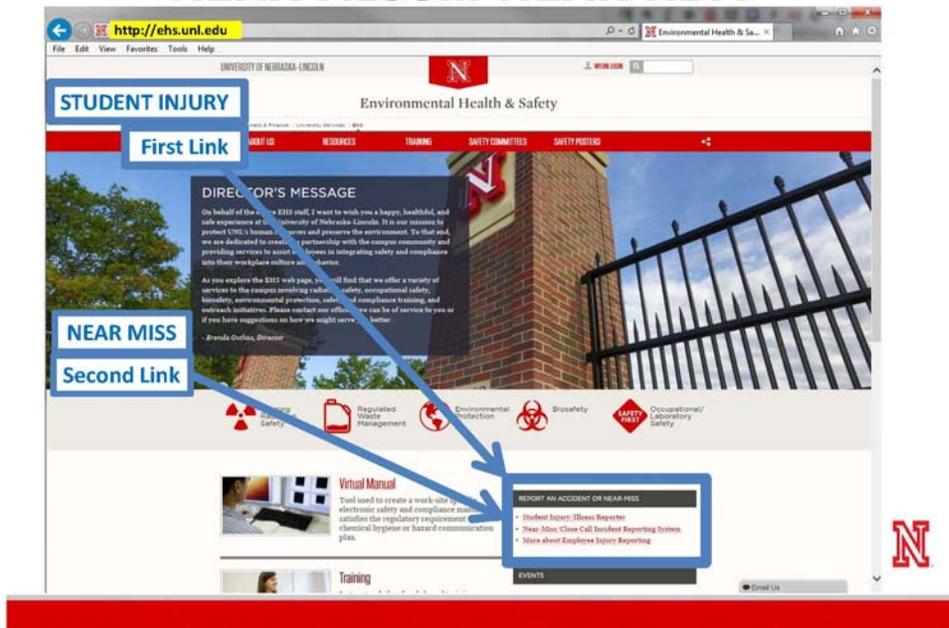
6. Safety Poster – Why Report Near Miss or Near Hit?

EHS provides a number of safety posters of relevance to the campus community. Featured is a poster to providing instruction on how to report Near Misses/Near Hits!

A near miss is an incident where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, damage and/or injury or illness easily could have occurred. This type of situation may be thought of as a "Close Call" or a “Near Hit!” The purpose of such reporting is to identify and abate contributing factors before they result in personal injury/illness or property damage.

By reporting these circumstances, you are contributing to a safer and healthier campus environment. Information reported is shared throughout the University for educational/awareness purposes, but identifying information is removed before sharing.

NEAR MISS... NEAR HIT?



Request your FREE poster(s). Contact ehs@unl.edu or 402-472-4925 with your name, campus mailing address, and quantity desired. If you have an idea for a safety poster, contact Elizabeth (Betsy) Howe, ehowe2@unl.edu, 402-472-5488.

Resources:

- Safety Posters <http://ehs.unl.edu/safety-posters>
- Near Miss/Close Call Incident Reporting Form <https://ehs.unl.edu/near-missclose-call-incident-reporting-form>

7. Satisfaction Survey

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. 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.

8. Revised Training and Safe Operating Procedures

Training Updated

Bloodborne Pathogens for Custodial-Housing-Unions

<https://ehs.unl.edu/web-based-training>

Changes primarily to improve clarity and readability.

Lockout/Tagout (LO/TO) for Machines and Equipment

<https://ehs.unl.edu/web-based-training#LOTO>

Training revised to reflect that this training only applies to “Authorized” employees.

Safe Operating Procedures

- **Aboveground Petroleum Storage Tanks**
<https://ehs.unl.edu/sop/s-AST.pdf>
Revised to add Howard L. Hawks (College of Business) to the sites subject to SPCC requirements.
- **Computers, Electronic Equipment, and Smoke Detection**
<https://ehs.unl.edu/sop/s-electronic.pdf>
Minor changes adding clarity.
- **Forklift PIT Safety**
<https://ehs.unl.edu/sop/s-forklift.pdf>
Appendix A. Inserted new inspection forms and changed the wording to reflect the use of multiple forms instead of one. Appendix B. Addition of a section for Battery Charging using a Pigtail-style cord.
- **LO/TO for Machines & Equipment: Program Overview**
https://ehs.unl.edu/sop/s-loto_program_overview.pdf
- **LO/TO for Machines & Equipment: Training and Inspections**
https://ehs.unl.edu/sop/s-loto_training_%26_inspections.pdf
- **LO/TO for Machines & Equipment: Written Procedures**
https://ehs.unl.edu/sop/s-loto_written_procedures.pdf
All three SOPs updated to be consistent with web-based training changes.
- **Pyrophoric & Substances that Emit Flammable Gases when in Contact with Water Hazards & Risk Minimization**
https://ehs.unl.edu/sop/s-pyrophoric_%26_substances.pdf

Updated to reference a couple of relevant videos.

- **Safety Audit Guidelines for Kitchens**
https://ehs.unl.edu/sop/s-SAG_kitchens.pdf
Updated to be more consistent with the audit checklists used by EHS.
- **Safety Audit Guidelines for Offices, Conference Rooms, and Similar Locations**
https://ehs.unl.edu/sop/s-SAG_offices_confrooms_similar_loc.pdf
Updated to be more consistent with the audit checklists used by EHS.
- **Safety Audit Guidelines for Shops**
https://ehs.unl.edu/sop/s-SAG_shops.pdf
Updated to be more consistent with the audit checklists used by EHS.
- **Used Motor Oil and Filter Management & Disposal**
https://ehs.unl.edu/sop/s-used_oil_filter_disposal.pdf
Updated to include the option of off-site crushing and recycling of used oil filters.

Remember...SAFETY IS AN ATTITUDE!

Environmental Health and Safety

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