Chancellor's University Safety Committee (CUSC) Meeting

July 16, 2024 - 3:00-4:00 p.m.
EHS Training Room & Zoom

AGENDA

1. Introductions & Welcome (3:00 – 3:05 p.m.) Martha Morton
2. Old Business
   A. Any Old Business (3:05 – 3:10 p.m.)
3. New Business
   A. Emergency planning & preparedness (3:10 – 3:15 p.m.) Marty Fehringer
   B. Resource: Lockout Tagout (3:15 – 3:35 p.m.) Jacob Sharer
   C. 4th Qtr. Injury Incidents/Near Misses (3:35– 3:40 p.m.) Elizabeth Howe
   D. Other new business (3:40 – 3:45 p.m.)
4. Reminder of next meeting & Adjourn Martha Morton

Meeting Schedule for 2024-2025 (EHS training room, Warehouse 1, East Campus and Zoom)

- September 17, 2024 - Open Forum
- November 19, 2024 (kept on 3rd Tues as date does not fall Thanksgiving Week) (Injury/Illness report July-September 2024)
- January 21, 2025 (Injury/Illness report October-December 2024)
- March 25, 2025 (4th Tuesday to avoid spring break) - Open Forum
- May 20, 2025 (Injury/Illness report January-March 2025)
- July 15, 2025 (Injury/Illness report April-June 2025)

Goal FY 2024-2025:

Develop, review, and maintain lines of safety communication while fostering a culture of safety awareness, where everyone is encouraged to report "near misses" and unsafe practices. Use safety reports as lessons learned to share anonymously throughout the university to prevent reoccurrences/similar incidents.

Chancellor's University Safety Committee Meeting
Meeting Minutes – July 16, 2024
3:00 - 4:00 p.m.

The May meeting was convened at 3:00 p.m. by Chair, Martha Morton.

INTRODUCTIONS

All attendees introduced themselves by name and the department/facility they represent.

Members In Attendance: Ron Bacon (Custodial Services), Eileen Bergt (Landscape Services), Rick Campos (FP&C Fire Inspector), Abby Schletzbaum (UNLPD), Brent Morgan (Libraries), Kyle Hansen (CREC), Samantha Link (ARD Greenhouse), Jingjie Hao (Nutrition & Health Science), Christine Steggs (SNR), Diane Pinkerton (The Sheldon Museum of Art), Stacie Ray (School of Education & Human Sciences), Jacob Sharrer (HEP), Jon Shields (NE Unions) and Brenda Osthus (EHS).

Safety Committee Chairs/Contacts: Darren Johnson (ENREEC-Mead), Kyle Broderick (Plant Pathology), Adam Eakin (State Museum), and Zhiguang (Zach) Sun (NCMN)

OLD BUSINESS

There was no old business.

NEW BUSINESS

Emergency Planning & Preparedness

Abby Schletzbaum introduced herself as the new Emergency Management Director. There was a request that the area of the Building Emergency Plan PDF include a notation that a Word document is available to facilitate completion. Abby indicated there are a number of the Run-Hide-Fight emergency procedures posters available to the campus community upon request. It was suggested that information be posted on the website where the posters are available for download. Posters hold up better over time than printouts on regular paper.

Abby offered training for active threat and other emergencies either for information or to develop department/area procedures.

Question: Will Abby be asking departments to submit their Emergency Building/Action Plans in the fall? This process is ongoing; emergency plans can be sent at any time to preparedness@unl.edu. These documents are downloaded into Police GIS so they can be accessed in the event of an emergency situation.

Resource: Lockout/Tagout (Jacob Sharrer)

Jacob Sharrer shared an overview of how to build a Lockout/Tagout Program using Husker Energy and Power (HEP) as an example. The first step is to assess the area's needs: what kinds of energy sources exist, where are the dangers, what is currently in place and what are the challenges.

He reviewed steps for roll out: build process and all supporting documentation, train all workers, purchase necessary equipment, ensure new workers are trained as they onboard and complete periodic audits.

Jacob identified that a lockout is to protect workers and/or protect equipment.

- Jacob showed the forms HEP has developed.
- Jacob showed a number of lockout devices used by HEP. He discussed management of keys for lockboxes.
- Jacob showed the HEP Teams site where all information and forms relevant to HEP lockout/tagout are stored.

Jacob mentioned the requirements for lockout/tagout which are almost entirely word-for-word in EHS documentation provided for the campus community in the form of a web-based training and three Safe Operating Procedures (https://ehs.unl.edu/sop/lockouttagout-machines-equipment)

A component of employee training is the demonstration of successfully completing a simple lockout/tagout procedure including completion of forms and actual physical lockout. The training also covers exceptions, which are reviewed in the applicable EHS Safe Operating Procedure. Jacob makes sure workers understand how the EHS information applies to HEP.

Jacob suggested a pre-approved equipment list to facilitate requisition requests. Lockout devices are stored in one location.

Audits are conducted monthly. A self-audit or peer-audit serves to help ensure that the process is being followed.

Question posed: How does HEP identify isolation points for various equipment? The requestor provides the specific energy and the operations staff reviews. There is a verification process built into the forms. HEP does have line drawings which the process relies on as well as the experience of users.

Question posed: How are locks handled across shifts? HEP has a hand-off process. They do not transfer ownership, rather they have shared lock system with access only by senior operations staff.

Injury Incident Reporting for 4th Quarter 2023-2024

Elizabeth Howe noted that from April 1, 2024, through June 30, 2024, there were forty-five (45) First Reports of Injury (FRIs). 33.3% were classified as OSHA-Recordable, considered more serious injury incidents. 2.2% of the injury incidents required workers to be off work or resulted in restricted duty for the worker.

20.0% of the injury incidents this past quarter were Report Only (no medical treatment sought). There was one near misses reported during this reporting period. Report Only and Near Miss reports are used to raise awareness of potential hazards across the university.

These reports were sent to CUSC membership for review prior to the meeting. Elizabeth Howe asked those in attendance if there were any questions. There were none.

Question: Why is an incident involving a horse, department Animal Science, not listed under Animal Handling? The report provided is by Employment Type. Brenda indicated it might be that the person's primary duties are more agriculture-related than Animal Handling.

Other New Business

EPA DCM and OSHA Hazard Communication Standard

Brenda Osthus advised the group that EPA had issued a new rule for methylene chloride (also known as Dichoromethane or DCM) products used typically as adhesives, strippers, sealants and in laboratory activities. By May 2025, exposure assessment must be completed for all persons (student, faculty, staff, visitors) potentially exposed to DCM. By August 2025, plans and procedures to mitigate exposure must be implemented. EHS has developed a form, https://forms.office.com/r/CRMWnpgVBX, to facilitate gathering of information on areas where DCM or DCM-containing products may be in use. There is more information on the EHS website, https://ehs.unl.edu/spotlight.

Other New Business

There was no other new business.

CLOSING REMARKS

Martha Morton, Chair, adjourned the meeting at 3:40 pm. The next meeting will be on September 17, 2024.

Lockout / Tagout Training

Husker Energy & Power

Regulatory

This training is based on the federal Occupational Health and Safety Administration (OSHA) general industry standards and EHS regulatory requirements.

Specifically, this training is mandated by 29 CFR 1910.147, The Control of Hazardous Energy

These standards are available on the OSHA website at www.osha.gov or upon request to Environmental Health & Safety (EHS) by phone (402.472.4925) or email (ehs@unl.edu).

Training Objectives

After completing this training, you should understand:

1. When do I need to complete a LOTO activity.
2. How the HEP department conducts LOTO activities.
3. The requirements that must be observed while conducting LOTO activities.
4. How to distinguish special circumstances that are outside of the scope of a standard LOTO activity.

When Do We Do It?

The two reasons for a Lockout / Tagout:

1. To protect individuals working in or around equipment and systems by mitigating hazardous energy.

And

2. To protect equipment or systems from further damage.

EXAMPLE:

- Bad bearing in pump
- High vibration

How We Do It

How does HEP department perform Lockout / Tagout?

What's the process?

Use the department LOTO form to complete the process

Top section completed by the *Requester*

Arrange plant equipment in preparation for the LOTO

Use operating procedures to shutdown

Record which lockbox is used

Which Chief/Lead authorized access to the equipment.

Requester signs upon completion

Remove locks and initial for each. Sign *Removed* & date the removal

EQUIPMENT LOCKOUT TAGOUT

Person(s) requesting lockout: Maintenance Guy(s) Date: 8/3/21

Equipment identification & location: XYZ Machine, Blr. basement, NE corner

Work being performed/FM-Number: FM-123456 Clean and Inspect

List energy sources involved: Hydraulic (pressurized water)

☑ Using normal control methods, shut down or turn off equipment intended to be LOTO.

Isolate and Apply LOTO Devices. List All Lock & Tag Points (include Chief's lock)		Operator Initials	
Valve, Switch, or other LOTO Points	Location of Lock or Tags	Applied	Removed
Isolation Valve 1	NE Boiler Basement	JS	OG
Isolation Valve 2	NE Boiler Basement	JS	OG

Identify which lockbox is used: Lockbox near Elect. Closet

Lockout / Tagout date: 8/4/21 Chief Operator: Chief/Lead

LOTO Applied Operations Signature:	Jacob Sharrer
LOTO Requester Signature:	Maintenance Guy
LOTO Approval Signature:	Approver (Supervisor/Safety/Engineering)

☑ Equipment Released from Operations to LOTO Requester

STOP - Work in Progress

LOTO Requester Signature:	Maintenance Guy
LOTO Removed Operation Signature:	Other Guy
LOTO Removed Date:	8/5/21

☑ Equipment Returned from LOTO Requester to Operations

Record Locks/Tags

Apply LOTO devices

Initial

Sign for *Applied*

The *Requester* verifies the LOTO and signs

The *Approval* verifies the hazardous energy is mitigated and the LOTO process is completed satisfactorily.

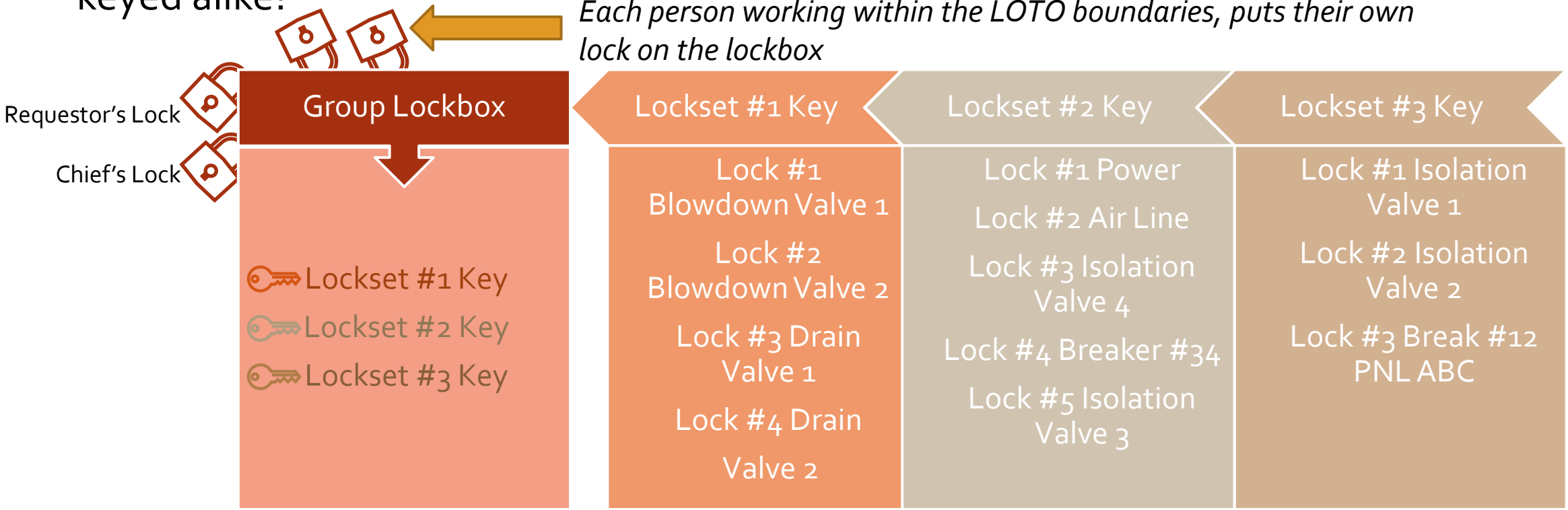
Check "Equipment Returned…" Place into completed section of LOTO binder

Lockboxes

Use these lockboxes to lockup the LOTO key(s)

Lockboxes

How we use group lockboxes and how we manage multiple locksets that are keyed alike?



Lockout / Tagout Requirements

Lockout devices (locks and danger tags) must be affixed to EVERY energy isolation device.

If the equipment has several energy isolation devices, a lock and danger tag must be affixed at EACH isolation device.

Lockout / Tagout Requirements

Danger tags must be filled out by the person who is applying the LOTO device

Write your name and date of application

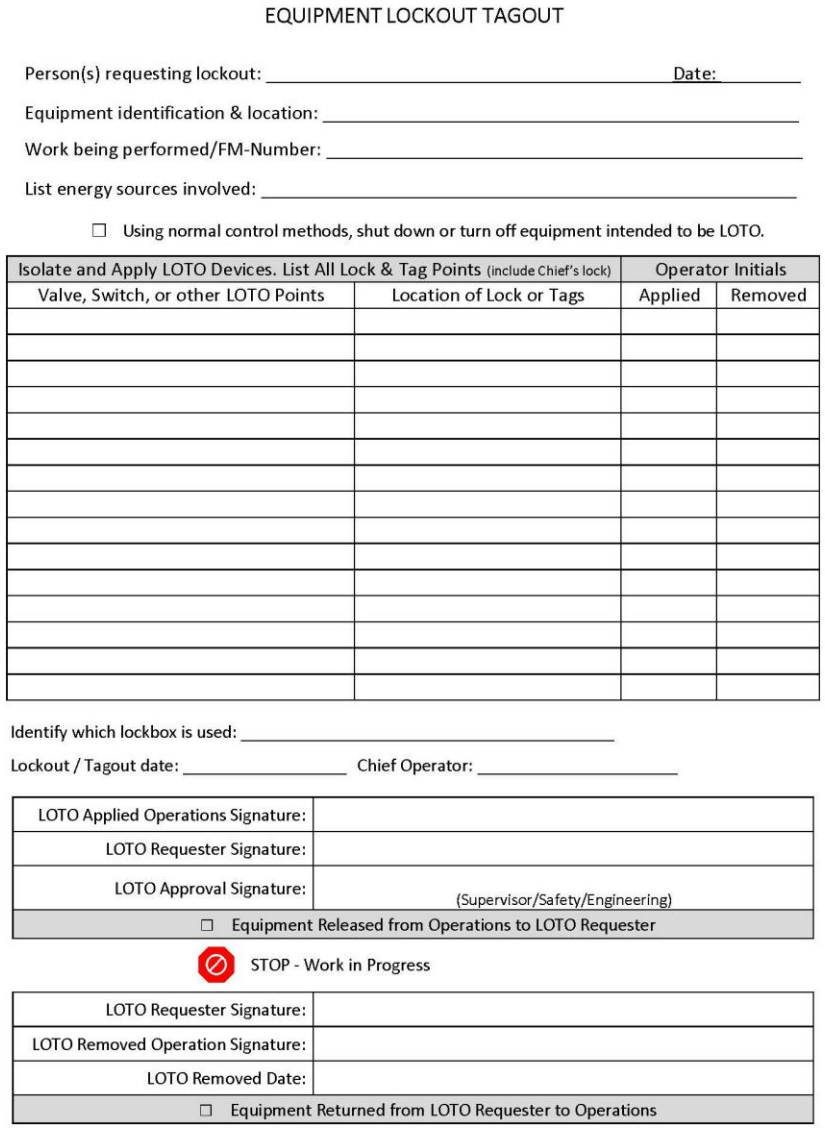
Lockout / Tagout Requirements

A lockout device must also be affixed by the employee who is to conduct the repair/service.

The lockout device must be affixed in a manner to that will hold the energy isolating devices in a "safe" or "off" position.

Lockout / Tagout Requirements

The lockout devices must be listed on our departmental procedure form.



EQUIPMENT LOCKOUT TAGOUT

Person(s) requesting lockout: _____ Date: _____

Equipment identification & location: _____

Work being performed/FM-Number: _____

List energy sources involved: _____

☐ Using normal control methods, shut down or turn off equipment intended to be LOTO.

Isolate and Apply LOTO Devices. List All Lock & Tag Points (include Chief's lock)		Operator Initials	
Valve, Switch, or other LOTO Points	Location of Lock or Tags	Applied	Removed

Identify which lockbox is used: _____

Lockout / Tagout date: _____ Chief Operator: _____

LOTO Applied Operations Signature:	
LOTO Requester Signature:	
LOTO Approval Signature:	(Supervisor/Safety/Engineering)
☐ Equipment Released from Operations to LOTO Requester	

STOP - Work in Progress

LOTO Requester Signature:	
LOTO Removed Operation Signature:	
LOTO Removed Date:	
☐ Equipment Returned from LOTO Requester to Operations	

Electrical Considerations

Any breaker or disconnect above 480 VAC should be manipulated by the High Voltage Electricians.

Call the service desk (2-1550) or submit work request in TMA to request a breaker or disconnect be manipulated for a Lockout / Tagout.

Example:

Benshaw Gear that serves Chillers 6 & 7 at CCUP

Breakers are racked-out by the HV Electricians, then a Danger Tag hanging on the door handle is the Tagout and should be treated like a Lockout.

CCUP ELECTRICAL LOCKOUT TAGOUT

*Call the Service Desk (2-1550) for High-Voltage LOTO requests.
*Attach this to the Equipment LOTO form if used

Person(s) requesting lockout: _____ Date: _____

Work being performed/FM-Number: _____

Check which electrical service shall be de-energized:	
☐ TWP 6 Motor	☐ CHLR 6A Compressor motor
☐ TWP 7 Motor	☐ CHLR 6B Compressor motor
☐ CWP 6 Motor	☐ CHLR 7A Compressor motor
☐ CWP 7 Motor	☐ CHLR 7B Compressor motor
☐ CHLR 4 Compressor motor	☐ Other: _____
☐ CHLR 5 Compressor motor	☐ Other: _____

☐ Using normal control methods, shut down or turn off equipment intended to be LOTO.

De-energize and Apply LOTO Devices. List All Lock & Tag Points		HV-Electrician Initials	
Switch, Disconnect, or other LOTO Points	Location of Lock or Tags	Applied	Removed

Verify the electrical energy been de-energized: _____ (HV-Elect. Signature)

Lockout / Tagout date: _____ Chief Operator: _____

LOTO Applied Signature (HV-Elect.):	
LOTO Requester Signature:	
LOTO Approval Signature:	(Supervisor/Safety/Engineering)
☐ Equipment Released from Operations to LOTO Requester	

STOP - Work in Progress

LOTO Requester Signature:	
LOTO Removed Signature (HV-Elect.):	
LOTO Removed Date:	
☐ Equipment Returned from LOTO Requester to Operations	

Electrical Considerations

Any breaker or disconnect above 480 VAC should be manipulated by the High Voltage Electricians.

Call the service desk (2-1550) or submit work request in TMA to request a breaker or disconnect be manipulated for a Lockout / Tagout.

Example:

Benshaw Gear that serves Chillers 1 & 2 at ECUP

Breakers are racked-out by the HV Electricians, then a Danger Tag hanging on the door handle is the Tagout and should be treated like a Lockout.

ECUP ELECTRICAL LOCKOUT TAGOUT

*Call the Service Desk (2-1550) for High-Voltage LOTO requests
*Attach this to the Equipment LOTO form if used

Person(s) requesting lockout: _____ Date: _____

Work being performed/FM-Number: _____

Check which electrical service shall be de-energized:	
☐ CHLR 1A Compressor Motor ☐ CHLR 1B Compressor Motor ☐ CHLR 1A Compressor Motor ☐ CHLR 1B Compressor Motor ☐ CHLR 3 Compressor Motor	☐ Other: _____ ☐ Other: _____

☐ Using normal control methods, shut down or turn off equipment intended to be LOTO.

De-energize and Apply LOTO Devices. List All Lock & Tag Points		HV-Electrician Initials	
Switch, Disconnect, or other LOTO Points	Location of Lock or Tags	Applied	Removed

Verify the electrical energy been de-energized: _____ (HV-Elect. Signature)

Lockout / Tagout date: _____ Chief Operator: _____

LOTO Applied Signature (HV-Elect.):	
LOTO Requester Signature:	
LOTO Approval Signature:	(Supervisor/Safety/Engineering)
☐ Equipment Released from Operations to LOTO Requester	

STOP - Work in Progress

LOTO Requester Signature:	
LOTO Removed Signature (HV-Elect.):	
LOTO Removed Date:	
☐ Equipment Returned from LOTO Requester to Operations	

Exceptions

Tagout

Temporary Energization AKA “Temp-Lift”

Cord and Plug

Hot Tap

Exceptions to Written Procedures

Tagout Requirements

A Tagout is a when a danger tag is used without a lock. The Tagout indicates that the equipment is being controlled and may not be operated until the Tagout device is removed.

Tagout devices can be used instead of a lockout devices but only in very LIMITED situations, generally, only when an energy isolation device is NOT CAPABLE of being locked out.

A Tagout device CANNOT be used exclusively if EITHER of the following conditions exist:

- An energy-isolating device is CAPABLE of being locked out where a lock can be affixed.
- Other energy-isolating devices/points are CAPABLE of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy-isolating device or permanently alter its energy-control capability.

Use of tagout devices is limited because:

Unlike locks, tags do not act as a physical restraint on isolation devices. Tags are essentially warning devices.

Tags may evoke a false sense of security, so their meaning needs to be understood.

Temporary Energization AKA "Temp-Lift"

Where it is necessary to temporarily remove an energy isolation device for the purpose of TESTING, TROUBLESHOOTING, or POSITIONING the equipment or one of its components prior to completing service/maintenance/repair.

In these situations, an "Inspection" must be conducted prior to temporarily removing the LOTO device.

The inspection process must confirm that:

1. The equipment has been cleared of tools and unnecessary materials;
2. The equipment components are operationally intact; and
3. Employees have been positioned safely.

Following temporary energization and testing/positioning, de-energize all systems and reapply energy control measures.

Cord and Plug

The LOTO procedural requirements discussed in this training do NOT apply if the equipment is COMPLETELY DE-ENERGIZED simply by unplugging it and the cord/plug remains under the control of the person conducting the service/repair.

This exclusion generally applies to portable electric tools, as well as cord-and-plug connected equipment which is intended for use at stationary or fixed locations.

Pneumatic tools may also fall into this category provided that they can be COMPLETELY isolated from their energy source and stored energy is bled off.

Hot Tap

The term "Hot Tap" refers to repair, maintenance, and servicing activities involving welding on a piece of equipment (piping, vessels or tanks) under pressure, in order to install connections.

Hot tap operations are commonly used to replace or add sections of piping without interruption of service for air, gas, water, steam, and fuel oil distribution systems.

Hot tap operations are to be conducted ONLY when all of the following conditions are met:

1. Continuity of service is essential
2. Shutdown of the system is impractical
3. Documented procedures are followed
4. Special equipment is used that provides proven, effective employee protection.

This exception should be used very sparingly and only when industry standard procedures are strictly followed

Exceptions to Using LOTO Procedure Form

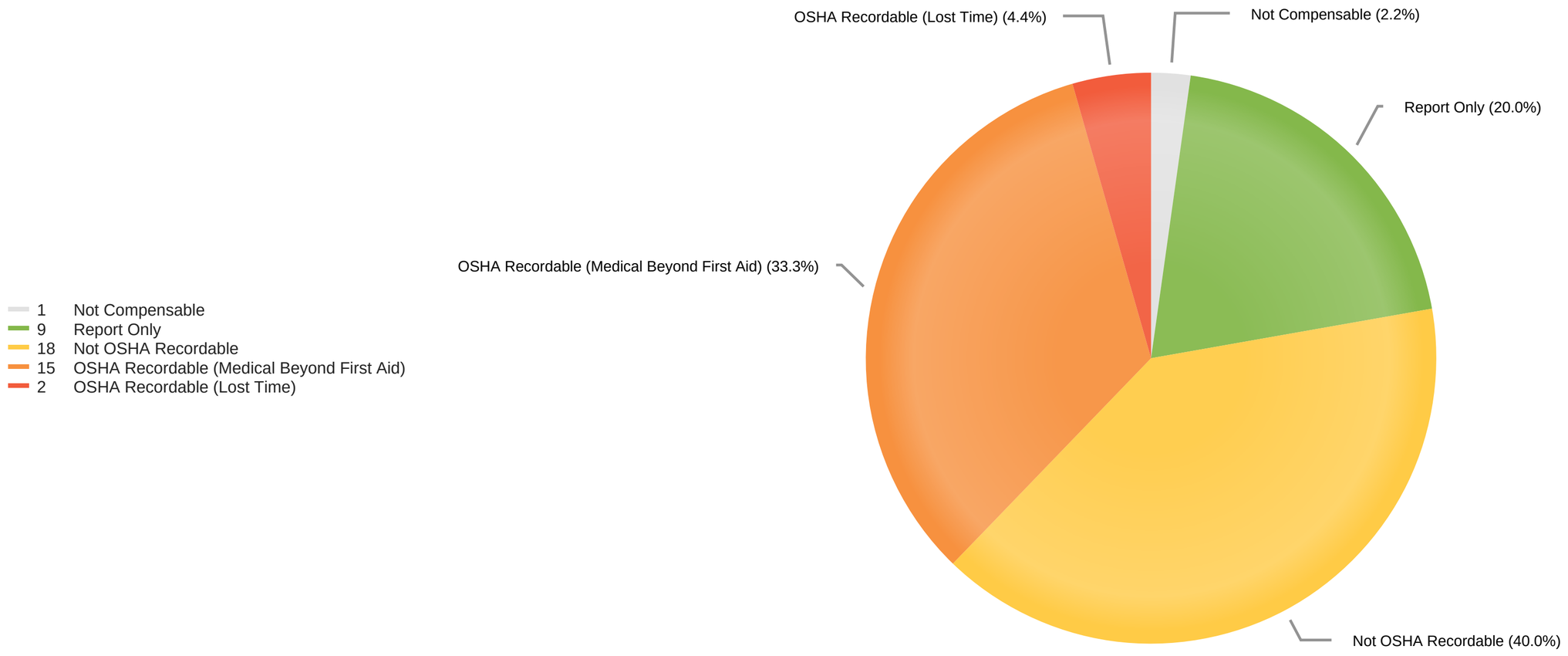
Written procedures are not required if ALL of the following conditions are met:

1. The equipment has no potential for stored or residual hazardous energy or re-accumulation of stored energy after shutdown
2. The equipment has a single energy source that can be readily identified and isolated
3. The isolation of that energy source will completely de-energize and deactivate the equipment
4. The equipment is isolated from the one identified energy source and locked-out during servicing or maintenance
5. A single lockout device will achieve a locked-out condition
6. The lockout device is under the exclusive control of the "Authorized Employee" performing the service or maintenance
7. The servicing or maintenance does not create hazards for other employees
8. There have been NO accidents involving the unexpected activation or re-energization of the equipment during prior servicing or maintenance

Questions or Comments?

Please reach out to your supervisor or the Training and Safety Coordinator for questions or comments.

Severity (Total : 45)
Start Date: 4/1/2024 - Stop Date: 6/30/2024



Event/Exposure By Employment Type (Total : 44)
Start Date: 4/1/2024 - Stop Date: 6/30/2024