Chancellor's University Safety Committee (CUSC) Meeting

November 18, 2025 - 3:00-4:00 p.m.
EHS Training Room & Zoom

AGENDA

1. Introductions (3:00 – 3:05 p.m.) Martha Morton
2. Old Business
    A. Update on Plan Ahead project (3:05 – 3:15 p.m.) Sandi Overkamp
    B. Other Old Business (3:15 – 3:20 p.m.)
3. New Business
    A. Emergency Planning & Preparedness (3:20 – 3:30) Abby Schletzbaum
    B. CUSC support of a UNL Scooter Use Policy (3:30 – 3:35)
    C. Safety Training: NE Engrg Design Hub (3:35 – 3:50) Max Wheeler
    D. Injury/Illness Reporting (Jul – Sep) (3:50 – 3:55) Elizabeth Howe
    E. Other new business (3:55 – 4:00 p.m.)
4. Reminder of next meeting & Adjourn Martha Morton

Meeting Schedule for 2025-2026 (EHS training room, Warehouse 1, East Campus and Zoom)

- January 20, 2026 (Injury/Illness report October-December 2025)
- March 24, 2026 (4th Tuesday to avoid spring break) - Open Forum
- May 19, 2026 (Injury/Illness report January-March 2026)
- July 21, 2026 (Injury/Illness report April-June 2026)

Goal FY 2025-2026:

> *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 – November 18, 2025
3:00 - 4:00 p.m.

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

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), Sandi Overkamp (Ag Research), Diane Pinkerton (Sheldon Museum of Art), Darren Johnson (ENREEC), Sharleen Roth (Housing), Samantha Link (ARD Plant Facility), Mike Livingston (Agronomy & Horticulture), Barb McCain (Dining Svcs), Xiaoshan Xu (Physics & Astronomy) Lindsey Chizinski (SNR), Max Wheeler (College of Engrg), Abby Schletzbaum (UNLPD), Brent Morgan (Libraries), Marla Nissan (UNOPA), Alan Boldt (BSE), and Zhiguang (Zach) Sun (NCMN)

OLD BUSINESS

Plan Ahead Project

New Plan Ahead! Graphics were shown at the meeting. Currently "Plan Ahead" graphics are online on a rotating basis, posted at https://ehs.unl.edu/safety-resources/plan-ahead-graphics/. The entire new collection may be reviewed in the PDF provided with these minutes.

Wellness Fair Recap

Elizabeth Howe reported that there were 125 "Too Many Wires Cause Electrical Fires" posters (PDF included with these minutes) distributed at the recent Wellness Fair. Elizabeth and CUSC volunteers staffing the CUSC booth asked those stopping by to review the various hazards of improper use of extension cords, etc., as noted on the poster. And then we asked them to share this important information with others by posting in their area/building.

There was no other old business

NEW BUSINESS

Emergency Planning & Preparedness

Abby Scheletzbaum reminded the group to share the information that wildlife such as squirrels should be left alone. Attempts to feed or pet those animals, such as squirrels, can lead to injury, potentially even rabies. Also, do not leave doors propped open which allows wildlife to enter.

Abby provided another reminder that if personnel see something that does not seem right or seems a bit "off" we should say something, sharing that information with the UNL Police Department as those best able to address potential issues. An easy way to notify police is using the UNL Report link, https://unlreport.unl.edu.

Everyone may not be aware that it is not just bicycles that can be registered with university police. Any property with a serial number may be registered – cell phones, laptops, other electronic devices – so the police have this information to assist with recovery if the item is lost or stolen. Registration may be done online through https://police.unl.edu/services/property-registration-weapons-storage/.

CUSC Support of a Scooter Policy

Different departments have different policies on electric scooters or none at all. There is a Building and Fire Safety policy on scooters located online at https://nebraska.edu/offices-policies/business-finance/facilities-planning-and-capital-programs/services/building-and-fire-safety/frequently-asked-questions. This policy mainly deals with charging.

In addition, other policies related to Building and Fire Safety prohibit storage of anything, including scooters in an inappropriate manner. This would include no storage in stair towers, exit enclosures and vestibules. This would also include not allowing hallways and corridors to be obstructed.

There is a university policy providing direction regarding use of various types and methods of transportation on campus. UNL promotes the use of alternative means of transportation to promote sustainability and healthy living within the campus environment. With an increased presence of various mobility devices on campus there is the possibility for conflicts and life safety issues. The campus mobility policy strives for a balance in supporting alternative means of transportation and pedestrian safety by providing guidance, setting a common foundation of rules, expectations on device usage, and designating certain areas of campus as pedestrian priority areas. This policy is online at https://bf.unl.edu/policies/mobility-policy/.

Rick Campos suggested brainstorming with various departments, including apartment complexes to look into cost-benefit of creating an area for scooter charging in a separate area outside of buildings, and raising awareness of the need to use UL-listed batteries

and chargers, as well as awareness of what to watch for when recharging scooter batteries so as to recognize signs there is an issue and charging should be immediately halted.

If your area/building has a policy regarding scooters, such as recharging or even storing inside a building, please contact Rick Campos, rcampos@nebraska.edu. Rick will be working on compiling recommendations for CUSC members to share within their spheres of influence.

Nebraska Engineering Design Lab Hub

Max Wheeler, College of Engineering Design Hub Director, provided information on safety requirements in place to ensure safety for those who use this area, which is a similar space to Innovation Studio on Innovation Campus.

The entire area is managed by Max, the only full-time staff and 16 student workers trained to assist. This area has more than 30 different machines that can be used by engineering students with disparate levels of familiarity/experience with a particular piece of equipment. Controlled access to the area, established procedures on Canvas with quizzes, and a required safety orientation are ways to manage safety within the space.

Probably one of the most significant requirements is that all who wish to work with any equipment in this area secure a permit daily. Permits may allow the person to work individually or require them to work with someone more experienced on the particular piece of equipment. A copy of the work permit and Max's presentation are available as part of these meeting minutes.

Injury Incident Reporting for 4th Quarter 2024-2025

Elizabeth Howe noted that from July 1, 2025, through October 30, 2025, there were forty-one (41) First Reports of Injury (FRIs). 43.9% were classified as OSHA-Recordable, considered more serious injury incidents. 2.4% of the injury incidents required workers to be off work or resulted in restricted duty for the worker.

Elizabeth pointed out that approximately 14 of the recorded injuries were due to being Struck Against or By and 11 were due to Falls. Injured workers in these categories were from a broad range of employment types, including office workers, often dismissed as a worker type/work area without hazards. This should inform CUSC members that training by departments within their spheres of influence is needed to avoid such incidents in the future.

Injury 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. Any questions that arise after the meeting can be sent to ehs@unl.edu to be addressed.

Other New Business

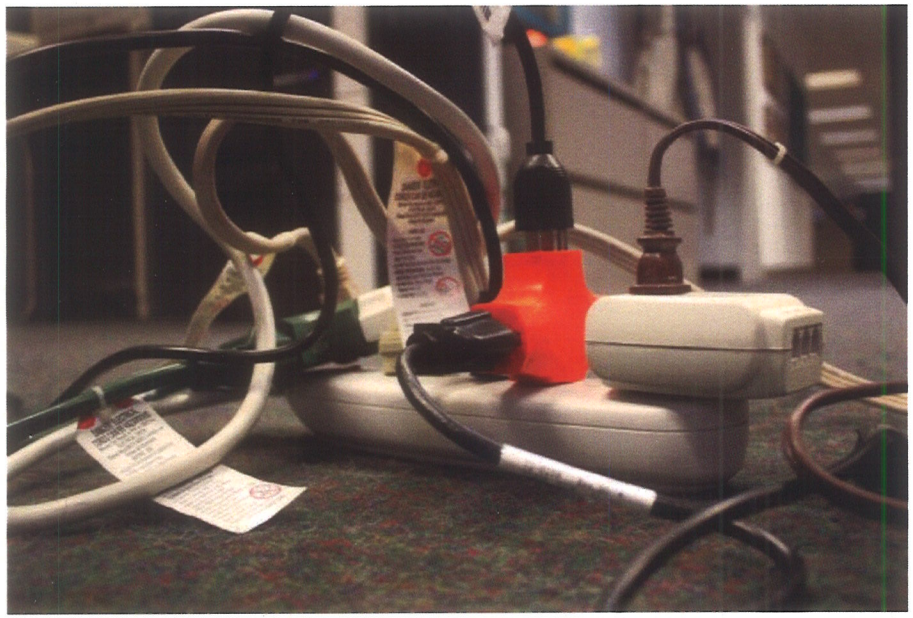
New EHS SOP

Elizabeth Howe informed the group that there is a new Safe Operating Procedure, **3D Printing Safety**, located on the EHS website at https://ehs.unl.edu/resources/safe-operating-procedures/#General/Other

CLOSING REMARKS

Martha Morton, Chair, adjourned the meeting at 3:45 pm. The next meeting will be on January 20, 2026.

Too Many Wires Cause Electrical Fires!



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- ☑ **NEVER** exceed the rated loads for power strips.
- ☑ **AVOID** plugging appliances with heating elements into power strips.
- ☑ **NEVER** use multi-plug adapters that do not have integrated surge suppressors.
- ☑ **ONLY** use extension cords on a temporary basis.

Safe Operating Procedure (ehs.unl.edu):
General Electrical Safety

UNIVERSITY *of* NEBRASKA–LINCOLN

Contact EHS for questions or comments:
Environmental Health & Safety – (402) 472-4925

EQUIPMENT AND PROCESS TRAINING IN THE NEBRASKA ENGINEERING DESIGN HUB

CUSC 11/18/2025

Max Wheeler

BACKGROUND

ME

5 years as Design Engineer at Lincoln Industries

5 years as Instructional Designer at Innovation Studio

1 year as Implementation Engineer at Monolith Materials

1.5 years in current role

DESIGN HUB

Student workshop for College of Engineering

Senior Design, Student Groups, Personal Projects

Metal Shop, Wood Shop, Electronics Shop, Digital Fabrication

Officially opened Jan. 2025

HOW DO WE TRAIN ENGINEERING STUDENTS ON A HUGE VARIETY OF EQUIPMENT?

HOW DO WE MAINTAIN 30+ DIFFERENT MACHINES?

HOW DO WE APPROPRIATELY SCALE FOR OUR STUDENT BODY?

CORE CONCEPTS

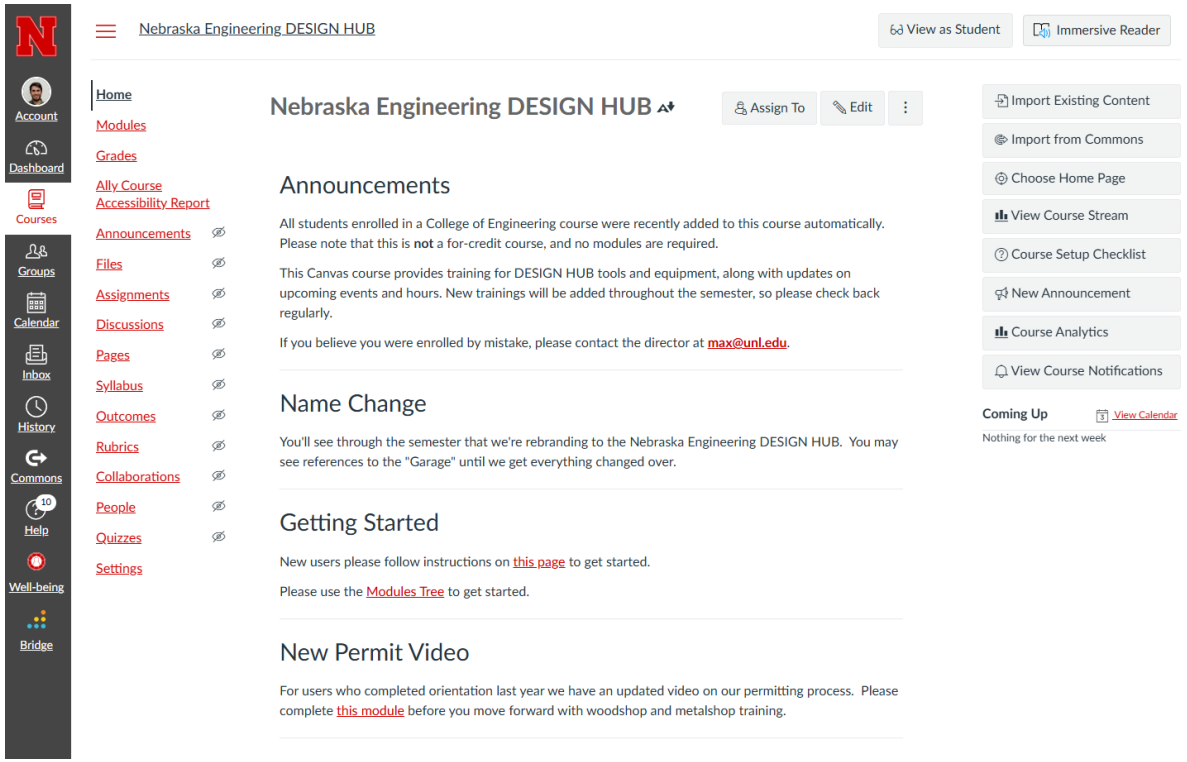
 Utilize **processes** for efficiency, consistency, and sanity	4,000+ students with varying needs
 A space for students **by students**	16 Student Technicians
 **Controlled access**, so we know when the doors are shut	9 exterior doors, 11 interior doors

PROCESSES - TRAINING

Canvas ->

In Person ->

Access



TRADITIONAL 3D PRINTER TRAINING

- 1 hour of small group lecture (<6 people)
- Done in front of the 3D printer

Pros

- Flexibility, can immediately change training
- Low up front cost to implement

Cons

- Must be scheduled in advance
- No shows impact efficiency
- Saying the same script burns out trainers

DESIGN HUB TRAINING

- 21 minutes of videos on Canvas students can complete as needed
- Quiz
- 5 minute in person

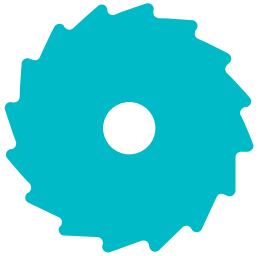
Pros

- 5 minutes of staff time -> Scalability
- Standardize what training covers
- Scheduling freedom
- Adds a "go back and rewatch that" option

Cons

- High upfront cost to implement
- Reduces human interaction

PROCESSES - PERMITS



Permits are required for:

Wood Shop

Metal Shop

Any work using a rotating tool for cutting or grinding

Permits are not required for:

Screwdrivers

Scissors

Hand Drills

INDIVIDUAL PERMIT

Student User fills out a permit application

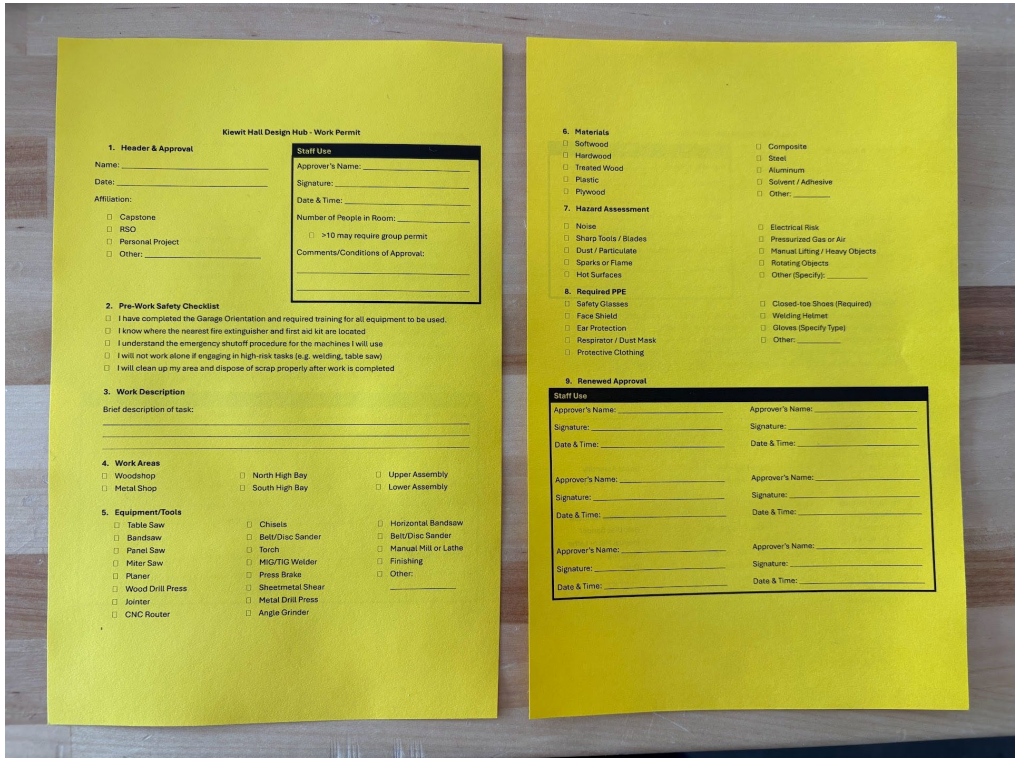
Tech reviews application

If plan is safe -> Signoff for work to begin

If plan is not safe or Tech doesn't know process -> Find another Tech who does or deny permit

Periodically I audit users in the space

I pull permits for my work



FOR STUDENTS BY STUDENTS

Student Technicians (Techs) work ~12 hours per week in 2 hour shifts

- Monday-Thursday 9:30am – 9:30pm
- Friday, Saturday 9:30am – 5:30pm

Permit requiring work can't occur outside of these times

TECH RESPONSIBILITIES

Hands-on training

- Formal – Last part of Equipment Training
- Informal – Project guidance, consult, material recommendations

Direct oversight

- Approving permits, "stand next to" help

Preventative maintenance

- All the stuff to keep the equipment working right

CONTROLLED ACCESS

Default state for all doors is locked

- Weather day, emergency, etc, we don't need to adjust door schedule

9 exterior doors

- Once credentialed, students get 24/7 access

11 interior doors

- Work Space – Granted when students have a project in this area
- Workshop Space – Doors are propped open when we have staff present

QUESTIONS

And also, some answers

Kiewit Hall Design Hub - Woodshop/ Metal Shop GROUP Work Permit

1. Header & Approval

Date: _____

Affiliation:

- ☐ Capstone
- ☐ RSO
- ☐ Personal Project
- ☐ Personal Project
- ☐ Other: _____

Group Leadership/Officer: _____

Signature: _____

Approver's Name: _____

Signature: _____

Date & Time: _____

Comments/Conditions of Approval (if any):

_____

_____

_____

(Take a picture of completed form with tablet)

Team Lead: _____, _____

Example. NAME, Signature

(Each team lead is responsible for a maximum of 10 workers at any given time)

Team Member Names:

1. _____, _____
2. _____, _____
3. _____, _____
4. _____, _____
5. _____, _____
6. _____, _____
7. _____, _____
8. _____, _____
9. _____, _____
10. _____, _____

Team Lead: _____, _____

Team Member Names:

1. _____, _____
2. _____, _____
3. _____, _____
4. _____, _____
5. _____, _____
6. _____, _____
7. _____, _____
8. _____, _____
9. _____, _____
10. _____, _____

2. Work Description

Brief description of task:

Estimate Number of People in Room: _____

_____

_____

_____

3. Pre-Work Safety Checklist

- ☐ I have completed the Garage Orientation and required training for all equipment to be used.
- ☐ I know where the nearest fire extinguisher and first aid kit are located
- ☐ I understand the emergency shutoff procedure for the machines I will use
- ☐ I will not work alone if engaging in high-risk tasks (e.g. welding, table saw)
- ☐ I will clean up my area and dispose of scrap properly after work is completed

4. Work Areas

- ☐ Woodshop
- ☐ Metal Shop
- ☐ North High Bay
- ☐ South High Bay
- ☐ Upper Assembly
- ☐ Lower Assembly

5. Equipment/Tools

- ☐ Table Saw
- ☐ Bandsaw
- ☐ Panel Saw
- ☐ Miter Saw
- ☐ Planer
- ☐ Wood Drill Press
- ☐ Jointer
- ☐ CNC Router
- ☐ Chisels
- ☐ Belt/Disc Sander
- ☐ Torch
- ☐ MIG/TIG Welder
- ☐ Press Brake
- ☐ Sheetmetal Shear
- ☐ Metal Drill Press
- ☐ Angle Grinder
- ☐ Horizontal Bandsaw
- ☐ Belt/Disc Sander
- ☐ Manual Mill or Lathe
- ☐ Finishing
- ☐ Other: _____

6. Materials

- ☐ Softwood
- ☐ Hardwood
- ☐ Treated Wood
- ☐ Plastic
- ☐ Plywood
- ☐ Composite
- ☐ Steel
- ☐ Aluminum
- ☐ Solvent / Adhesive
- ☐ Other: _____

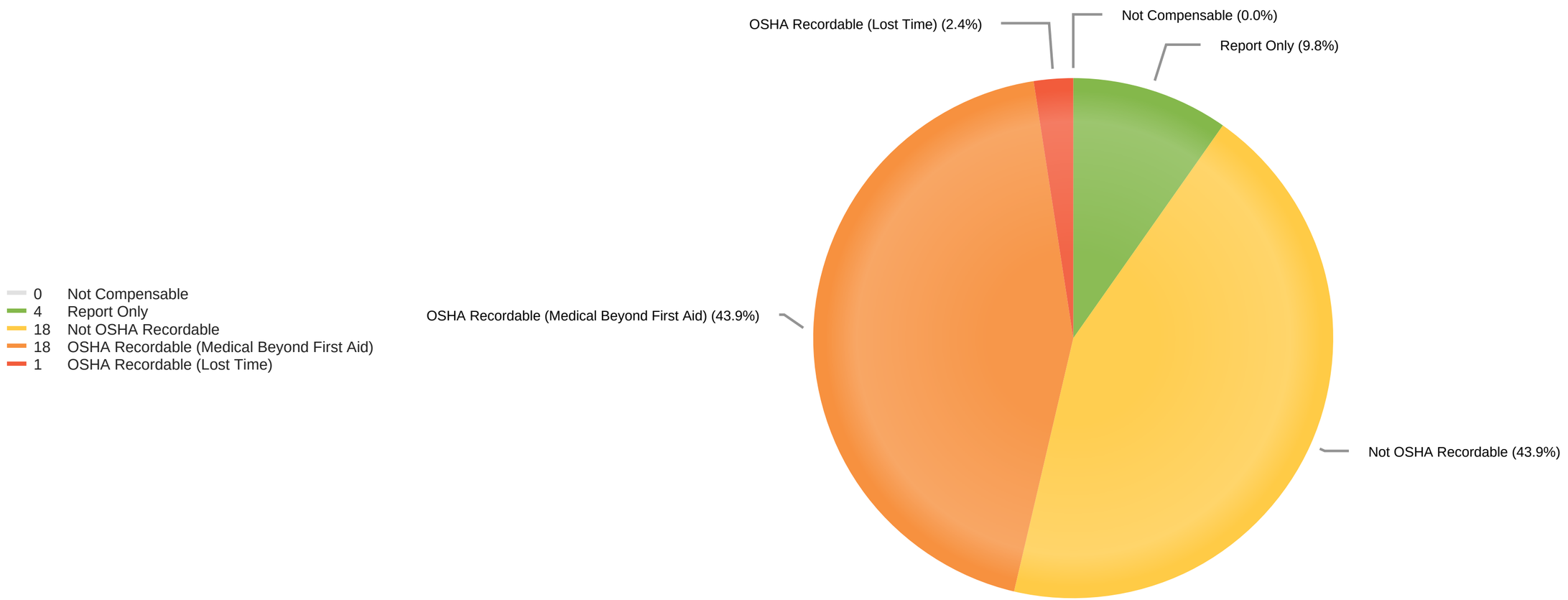
7. Hazard Assessment

- ☐ Noise
- ☐ Sharp Tools / Blades
- ☐ Dust / Particulate
- ☐ Sparks or Flame
- ☐ Hot Surfaces
- ☐ Electrical Risk
- ☐ Pressurized Gas or Air
- ☐ Manual Lifting / Heavy Objects
- ☐ Rotating Objects
- ☐ Other (Specify): _____

8. Required PPE

- ☐ Safety Glasses
- ☐ Face Shield
- ☐ Ear Protection
- ☐ Respirator / Dust Mask
- ☐ Protective Clothing
- ☐ Closed-toe Shoes (Required)
- ☐ Welding Helmet
- ☐ Gloves (Specify Type)
- ☐ Other: _____

Severity (Total : 41)
Start Date: 7/1/2025 - Stop Date: 9/30/2025



Event/Exposure By Employment Type
Start Date: 7/1/2025 - Stop Date: 9/30/2025