

**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 (4<sup>th</sup> 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](mailto: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](mailto: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!



- ✓ **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.

# **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

The screenshot displays the Canvas LMS interface for the 'Nebraska Engineering DESIGN HUB' course. On the left is a dark sidebar with navigation icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, History, Commons, Help, Well-being, and Bridge. The main content area has a top header with the course name and buttons for 'View as Student' and 'Immersive Reader'. Below the header is a course navigation menu with links like Home, Modules, Grades, Ally Course, Accessibility Report, Announcements, Files, Assignments, Discussions, Pages, Syllabus, Outcomes, Rubrics, Collaborations, People, Quizzes, and Settings. The 'Announcements' section is active, showing three posts: one about new students, one about course training updates, and one about a name change. The 'Getting Started' section follows, with instructions for new users. The 'New Permit Video' section is partially visible at the bottom. On the right side, there are buttons for 'Assign To', 'Edit', and a menu icon, followed by a list of actions like 'Import Existing Content', 'Import from Commons', 'Choose Home Page', 'View Course Stream', 'Course Setup Checklist', 'New Announcement', 'Course Analytics', and 'View Course Notifications'. At the bottom right, a 'Coming Up' section shows a calendar icon and the text 'Nothing for the next week'.

Nebraska Engineering DESIGN HUB

View as Student Immersive Reader

Home Modules Grades Ally Course Accessibility Report Announcements Files Assignments Discussions Pages Syllabus Outcomes Rubrics Collaborations People Quizzes Settings

Nebraska Engineering DESIGN HUB

Assign To Edit

Announcements

All students enrolled in a College of Engineering course were recently added to this course automatically. Please note that this is **not** a for-credit course, and no modules are required.

This Canvas course provides training for DESIGN HUB tools and equipment, along with updates on upcoming events and hours. New trainings will be added throughout the semester, so please check back regularly.

If you believe you were enrolled by mistake, please contact the director at [max@unl.edu](mailto:max@unl.edu).

Name Change

You'll see through the semester that we're rebranding to the Nebraska Engineering DESIGN HUB. You may see references to the "Garage" until we get everything changed over.

Getting Started

New users please follow instructions on [this page](#) to get started.

Please use the [Modules Tree](#) to get started.

New Permit Video

For users who completed orientation last year we have an updated video on our permitting process. Please complete [this module](#) before you move forward with woodshop and metalshop training.

Import Existing Content Import from Commons Choose Home Page View Course Stream Course Setup Checklist New Announcement Course Analytics View Course Notifications

Coming Up View Calendar Nothing for the next week

# 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

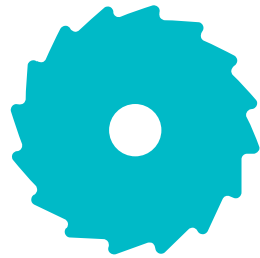
- 5 minutes of staff time -> Scalability
- Standardize what training covers
- Scheduling freedom
- Adds a "go back and rewatch that" option

## 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

The image shows two pages of a yellow permit application form titled "Kiewit Hall Design Hub - Work Permit".

**Page 1 (Left):**

- 1. Header & Approval:** Includes fields for Name, Date, and Affiliation (Capstone, RBO, Personal Project, Other).
- Staff Use:** A box for the Approver's Name, Signature, Date & Time, Number of People in Room, and Comments/Conditions of Approval.
- 2. Pre-Work Safety Checklist:** A list of safety-related tasks to be completed before work.
- 3. Work Description:** A section for a brief description of the task.
- 4. Work Areas:** A grid of checkboxes for various work areas like Woodshop, Metal Shop, North High Bay, South High Bay, Upper Assembly, and Lower Assembly.
- 5. Equipment/Tools:** A grid of checkboxes for various tools and equipment like 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, and Angle Grinder.

**Page 2 (Right):**

- 6. Materials:** A list of materials with checkboxes, including Softwood, Hardwood, Treated Wood, Plastic, Plywood, Composite, Steel, Aluminum, Solvent / Adhesive, and Other.
- 7. Hazard Assessment:** A list of hazards with checkboxes, including Noise, Sharp Tools / Blades, Dust / Particulate, Sparks or Flame, Hot Surfaces, Electrical Wire, Pressurized Gas or Air, Manual Lifting / Heavy Objects, Rotating Objects, and Other (Specify).
- 8. Required PPE:** A list of personal protective equipment with checkboxes, including Safety Glasses, Face Shield, Ear Protection, Respirator / Dust Mask, Protective Clothing, Closed-toe Shoes (Required), Welding Helmet, and Gloves (Specify Type).
- 9. Renewed Approval:** A section for renewed approval with fields for Approver's Name, Signature, and Date & Time.

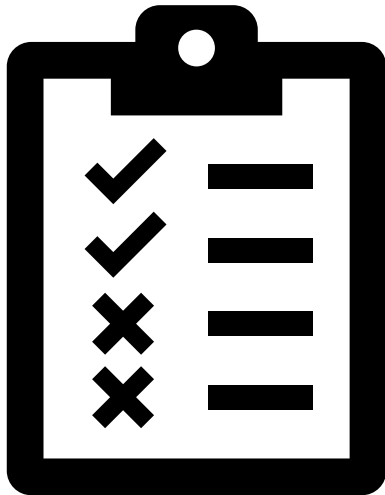
# FOR STUDENTS BY STUDENTS

**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

1. Header & Approval

Date: \_\_\_\_\_

Affiliation:

- ☐ Capstone
- ☐ RSO
- ☐ Personal Project
- ☐ Personal Project
- ☐ Other: \_\_\_\_\_

Group Leadership/Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Team Lead: \_\_\_\_\_, \_\_\_\_\_

Example. NAME, Signature

Team Member Names:

- 1. \_\_\_\_\_, \_\_\_\_\_
- 2. \_\_\_\_\_, \_\_\_\_\_
- 3. \_\_\_\_\_, \_\_\_\_\_
- 4. \_\_\_\_\_, \_\_\_\_\_
- 5. \_\_\_\_\_, \_\_\_\_\_

Team Lead: \_\_\_\_\_, \_\_\_\_\_

Team Member Names:

- 1. \_\_\_\_\_, \_\_\_\_\_
- 2. \_\_\_\_\_, \_\_\_\_\_
- 3. \_\_\_\_\_, \_\_\_\_\_
- 4. \_\_\_\_\_, \_\_\_\_\_
- 5. \_\_\_\_\_, \_\_\_\_\_

Approver's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Comments/Conditions of Approval (if any):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Take a picture of completed form with tablet)

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

- 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

- |                                     |   |   |
|-------------------------------------|---|---|
| <input type="checkbox"/> Woodshop   | <input type="checkbox"/> North High Bay | <input type="checkbox"/> Upper Assembly |
| <input type="checkbox"/> Metal Shop | <input type="checkbox"/> South High Bay | <input type="checkbox"/> Lower Assembly |

### 5. Equipment/Tools

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

### 6. Materials

- |                                       |   |
|---------------------------------------|---|
| <input type="checkbox"/> Softwood     | <input type="checkbox"/> Composite          |
| <input type="checkbox"/> Hardwood     | <input type="checkbox"/> Steel              |
| <input type="checkbox"/> Treated Wood | <input type="checkbox"/> Aluminum           |
| <input type="checkbox"/> Plastic      | <input type="checkbox"/> Solvent / Adhesive |
| <input type="checkbox"/> Plywood      | <input type="checkbox"/> Other: _____       |

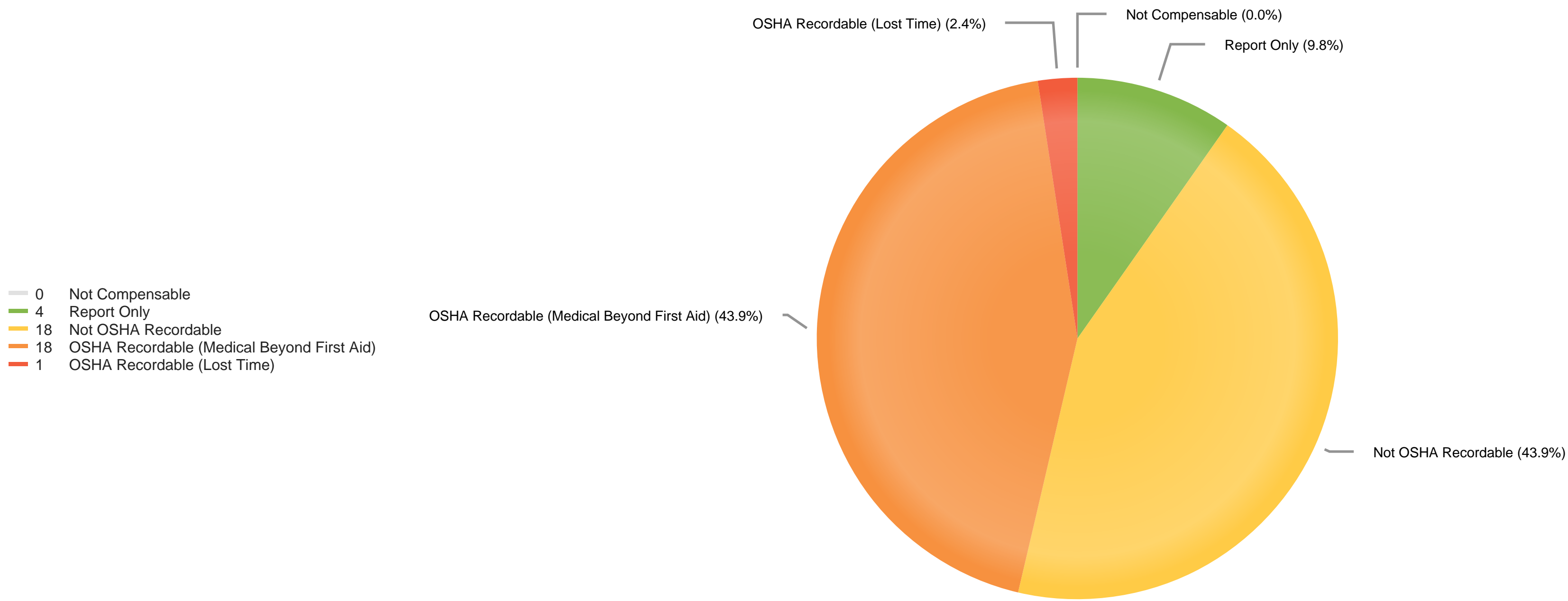
### 7. Hazard Assessment

- |   |   |
|---|---|
| <input type="checkbox"/> Noise                | <input type="checkbox"/> Electrical Risk                |
| <input type="checkbox"/> Sharp Tools / Blades | <input type="checkbox"/> Pressurized Gas or Air         |
| <input type="checkbox"/> Dust / Particulate   | <input type="checkbox"/> Manual Lifting / Heavy Objects |
| <input type="checkbox"/> Sparks or Flame      | <input type="checkbox"/> Rotating Objects               |
| <input type="checkbox"/> Hot Surfaces         | <input type="checkbox"/> Other (Specify): _____         |

### 8. Required PPE

- |   |  |
|---|--|
| <input type="checkbox"/> Safety Glasses         | <input type="checkbox"/> Closed-toe Shoes (Required) |
| <input type="checkbox"/> Face Shield            | <input type="checkbox"/> Welding Helmet              |
| <input type="checkbox"/> Ear Protection         | <input type="checkbox"/> Gloves (Specify Type)       |
| <input type="checkbox"/> Respirator / Dust Mask | <input type="checkbox"/> Other: _____                |
| <input type="checkbox"/> Protective Clothing    |  |

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

