



The University of North Carolina at Chapel Hill
Department of Environment, Health & Safety
1120 Estes Drive Ext., CB# 1650
Chapel Hill, North Carolina 27599-1650

July 1, 2019

Bruce Miles
District Supervisor
North Carolina Department of Labor
Occupational Safety and Health Division
Compliance Bureau
1101 Mail Service Center
Raleigh, NC 27699-1101

Re: Report of Accident 203461553

Dear Mr. Miles:

The Department of Environment, Health and Safety received the attached letter dated June 21, 2019 on Monday, June 24, 2019 related to a notification of an accident 208 Raleigh St (Davis Library) in Chapel Hill, North Carolina. The letter requests a detailed explanation of the incident and corrective actions.

Please find the University's Incident Report attached. This includes the results of the investigation conducted so far and planned corrective actions. If you have any additional questions, please do not hesitate to contact us.

Sincerely,

Mary Beth Koza
Executive Director, Environment, Health and Safety



CHERIE BERRY
COMMISSIONER OF LABOR

OCCUPATIONAL SAFETY AND HEALTH DIVISION
RALEIGH FIELD OFFICE

June 21, 2019

Received by EHS
JUN 24 2019

University of North Carolina at Chapel Hill
1120 Estes Dr, CB 1650
Chapel Hill, NC 275991650

Re: Report of an Accident: 203461553

Dear Mary Crabtree:

Recently the North Carolina Department of Labor Occupational Safety and Health Division received notification of an accident at your establishment at 208 Raleigh St, Chapel Hill, NC 27514. The specific nature of the accident is described in detail on the attached page.

We have not determined whether the hazards, as alleged, continue to exist at your workplace; and we are not conducting an inspection, at this time. However, you should investigate the circumstances and hazardous conditions related to the incident and make any necessary corrections or modifications. Within 5 working days of your receipt of this letter, please advise us by certified mail or submitting electronically of your investigation. Your written response must contain a detailed explanation of:

- 1) Why did the incident happen (your investigation findings)?
- 2) What corrective actions have been put into place to prevent additional occurrences?

You should enclose any supporting documentation, such as monitoring results, equipment purchases, photographs etc. However, pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPPA), Public Law 104-191, and various North Carolina laws, you are not to include any Protected Health Information (PHI) about any employee(s) who may have been injured as a result of the accident. Protected Health Information includes "individually identifiable health information" that relates to demographic data, including an employee's name and provision of any type of health coverage or health care benefits to the employee(s) from which they could be identified, or any information that may possibly identify the employee(s) individually. You must not identify any employee who may have been injured by including in your response any common identifiers, such as name, address, birthdate or Social Security Number.

This letter is not a citation nor is it a notification of proposed penalty, which according to the Occupational Safety and Health Act, may be issued only after an inspection or investigation of the workplace. If we do not receive a response from you within 5 working days of your receipt of this letter indicating that appropriate action has been taken an inspection may be conducted

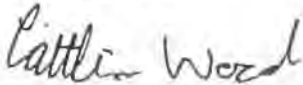
You are requested to post a copy of this letter and your response to it where it will be readily accessible for review by your employees. Please address response to:

N.C. Department of Labor
Occupational Safety & Health Division
Compliance Bureau
1101 Mail Service Center
Raleigh, NC 27699

If you have any questions about this letter, please contact me at 919-779-8570. Your response may also be submitted electronically to bruce.miles@labor.nc.gov.

Your personal support and interest in the safety and health of your employees is appreciated.

Sincerely,



Bruce Miles
District Supervisor



/cw

Enclosure(s)



Referral of Alleged Safety or Health Hazards

North Carolina Department of Labor
Occupational Safety and Health Division

Referral Number
203461553

Employer Name

University of North Carolina at Chapel Hill

Site Location (Street, City, State, ZIP)

**208 Raleigh St
Chapel Hill NC 27514**

Mailing Address (Street, City, State, ZIP)

**1120 Estes Dr, CB 1650
Chapel Hill NC 275991650**

Referral Assigned To

Q5648

SIC/NAICS

8221 611310

Imminent Danger	Safety Serious	Other	Imminent Danger	Health Serious	Other
	X				

Hazard Description:

The employee was operating an 'Olfa' knife and ruler, while cutting a board. The employee's right thumb was exposed to the blade and was partially amputated at the tip. The employee was transported to the UNC Hospital.



INCIDENT REPORT

To: Andrew Hart, Preservation Librarian

From: Nicholas Gill, Workplace Safety Specialist

Date: 06/24/2018

Distribution:

Mary Beth Koza, Executive Director - Environment, Health & Safety/Risk Management

Cathy Brennan, Assistant Director/Chemical Hygiene Officer, EHS

Mary Crabtree, Workplace Safety Manager, EHS

Purpose of Investigation:

Gather facts to prevent future reoccurrences and ensure safe operations

Type of Incident: Avulsion to tip of right thumb

Department: University Davis Library

Building Name, room #: Davis Library Rm 146

Date of Incident: 6/13/2019

Incident Description:

Employee cut the tip of his thumb while cutting a piece of No 20 card stock.

Incident Investigation and Discussion:

On June 21, 2019, the Workplace Safety Specialist interviewed the Employee about the incident that occurred on June 13, 2019. The Employee stated he was cutting card stock for preservation of books, and his thumb slipped off the straight edge, ruler, in front of the blade, resulting in avulsion (see picture 1 below). The Employee explained that the incident occurred near the end of his shift, when he was tired from performing this task repeatedly. He had not taken any breaks during the task. He stated that he normally made several passes with the olfa knife to cut the card stock, but because he was cutting the last piece of card stock, he hurried to finish the task. Thus, he added more pressure than normal to the olfa knife to make the cut in only one pass.

No personal protective equipment was used during the performance of this task. Employee provided a copy of the Library's internal written procedure used for training of staff. (see attachment 1).

Recommendations and Corrective Steps:

	Recommendation	Responsible Party	Estimated Completion Date	Completion Date	Comments
1	Pre-plan the work. Evaluate the task and identify potential hazards, proper tools, PPE, etc that are needed to perform task safely	Supervisor	8-1-2019		Discuss requirements of Pre-planning at monthly meeting. Discuss items such as not rushing to complete task, taking breaks from repetitive task to allow muscle recovery and prevent fatigue, scheduling of task.
2	Develop a JSA on Olfa knife cutting process and retrain employees.	Employee & EHS	06/24/2019	06/28/2019	Review current written procedure and implement into a JSA with details.
3	Evaluate other possible tools that could be used to perform this task and eliminate potential hazard	Employee & EHS	08/01/2019		Research other Libraries and their procedures, PPE usage, evaluate other tools that could be substituted.



*Proper hand placement during a cut




UNC
ENVIRONMENT
HEALTH & SAFETY

Job Safety Analysis


Safety Information for The University of North Carolina at Chapel Hill


JOB SAFETY ANALYSIS TOPIC:


Olfa Knife Cutting – Library Preservation


Title	Work Task	Hazards	Controls
<p data-bbox="170 686 394 719">Preplan the work</p>  <p data-bbox="96 1052 405 1170">Figure 1: Flat, level working surface, cutting mat, straight edge, knife, blade box, and material</p>	<p data-bbox="478 686 932 719">Gather proper tools (list tools here)</p> <p data-bbox="478 797 921 865">Gather Proper PPE for the job and inspect it (list PPE here)</p>	<p data-bbox="1136 686 1274 719">Examples:</p> <p data-bbox="1108 764 1304 797">Improper tools</p> <p data-bbox="982 846 1430 878">Improper PPE inspection/selection</p>	<p data-bbox="1459 686 1598 719">Examples:</p> <p data-bbox="1459 760 1990 828">Using improper tools or parts can lead to ergonomic issues that can lead to injury</p> <p data-bbox="1459 868 2003 972">Improper PPE use and inspection can lead to unnecessary hazards created by wrong PPE or faulty PPE</p>

Before the job	Improperly donning or not donning PPE can lead to an unnecessary exposure. Ensure all PPE is on correctly and passed inspection	Improper Donning	Don necessary PPE
----------------	---	------------------	-------------------

Title	Work Task	Hazards	Controls
<p data-bbox="170 605 422 638">Olfa knife – cutting</p>  <p data-bbox="96 1029 359 1084">Figure 2: Olfa Knife and replacement blades</p>	<p data-bbox="491 605 953 743">When using a knife, concentrate on what you are cutting, not on outside distractions. (Don't talk to someone while cutting).</p> <p data-bbox="491 789 842 821">Do not try to work quickly.</p> <p data-bbox="491 862 932 927">If you are feeling fatigued during any aspect of cutting, stop cutting.</p> <p data-bbox="491 971 926 1036">Keep cutting mat clean and check its condition regularly.</p> <p data-bbox="491 1081 919 1114">Never try to catch a falling knife.</p> <p data-bbox="491 1154 926 1219">Be aware of surroundings. Do not cut while working near others.</p> <p data-bbox="491 1263 911 1328">Take a break from cutting if you feel fatigue, mental or physical.</p>	<p data-bbox="968 605 1293 638">Injury from improper use</p>	<p data-bbox="1436 605 1745 638">Take proper rest breaks</p> <p data-bbox="1436 678 1755 711">Equipment inspection(s)</p>

<p>Check condition of blade</p>	<p>Unretract/extend blade</p> <p>Extend one segment of the blade. Visually inspect its condition.</p> <p>If the blade seems dirty or dull, pop off a segment. To ensure that you are working with a sharp knife, change the blade often.</p> <p>Dispose of used blades in proper container</p>	<p>Injury from a dirty or dull knife</p>	<p>Never touch the sharp edge of a blade – use proper handling tools when necessary</p>
<p>Position cutting mat</p>	<p>Make sure the cutting mat is completely supported. Do not cut if only a small portion of the mat is supported.</p> <p>Keep cutting mat clear of anything other than the object being cut.</p>	<p>The cutting mat could move during cutting, potentially causing injury.</p>	<p>Find a flat, smooth, level working surface</p>
<p>Position straight edge</p>  <p>Figure 3: Properly holding straight edge</p>	<p>Be mindful of finger positioning during cutting. Keep fingers away from the blade.</p>	<p>The straight edge could move, or fingers could be exposed over the cutting edge.</p>	<p>Firmly hold straight edge in desired position</p>

<p style="text-align: center;">Cut</p>  <p>Figure 4: Proper technique and work site set up</p>	<p>Do not attempt to cut in one pass. Use light, even pressure, and make as many passes as necessary.</p> <p>Hold the knife firmly by its body, not by the blade.</p> <p>Do not cut with more than one full blade segment extended.</p>	<p>Injury from improper use</p>	<p>Full attention to task</p> <p>Keep hand on or behind straight edge</p>
<p style="text-align: center;">Retract blade</p>	<p>Eliminate cut hazard</p>	<p>Cut is complete</p>	<p>Retract blade</p>
<p style="text-align: center;">Clean Up</p>	<p>Clean work area</p> <p>Clean and store PPE properly</p>		

Training	Review the JSA with employees along with hands on practical. Instructor and Employee both sign and date JSA after completion.	Supervisor is to store all training documents in the employee's file.	
Created By	Nicholas Gill, Workplace Safety Specialist Lucas Darden, Supervisor, General Collections Conservation, University Davis Library		
Referenced Material			
Contact Info	<p>For more information about this JSA and other JSAs, contact: <i>UNC-CH Department of Environment, Health and Safety</i> 1120 Estes Drive Extension, Chapel Hill NC 27599 CB# 1650 (919) 962-5507 ☎ http://ehs.unc.edu</p>		<p>UNC ENVIRONMENT, HEALTH & SAFETY</p>

