

University of Maryland Facilities Management

GUIDE TO SAFETY

Prepared by
Luisa Ferreira
Safety and Health Manager



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FM's Safety Program

Facilities Management is dedicated to providing a safe and healthful work environment for its employees. Safe working procedures benefit not only employees, but also protect university property and the environment.



Safety activities in FM are coordinated through the Safety and Health Program in the Human Resources unit of the Office of Facilities Administration (OFA). The Safety and Health Manager has dual reporting to the Department of Environmental Safety and assists in the delivery of DES services and resources to FM.

Within the FM unit of Human Resources, the Safety, Apprenticeship, and Training Coordinator is responsible for logistics of safety meetings and other programs.

A Facilities Management Safety Committee is co chaired by the Safety and Health Manager and the Safety, Apprenticeship and Training Coordinator. Every unit in FM is encouraged to send a representative to the Safety Committee meetings, held the first Wednesday of every month. At those meetings, representatives discuss their safety concerns, incidents and accidents are reviewed, and information on safety topics is presented. Safety Representatives are responsible for holding a unit safety meeting every month. The Safety and Health Office maintains an inventory of videos and materials for these meetings.

Once a year, Safety reps and their units are recognized through during the Safety Awards Breakfast. Awards are presented to Safety reps who held 12 consecutive meetings during the past fiscal year and to the units with no lost time accidents.

Department of Environmental Safety

DES is the university department responsible for guiding the institution through regulatory requirements of various safety-related agencies such as OSHA, EPA and the State Fire Marshal. DES specialists who often interact with FM are industrial hygienists and safety specialists in the Occupational Safety unit, the biosafety officer, Environmental Affairs specialist, the fire marshal, engineers in Safety Codes Services, the workers' compensation manager, and the insurances services coordinator. Many of the DES programs can be accessed through its website: www.umd.edu/DES.

Facilities Management Life Safety Systems

Life Safety Systems is the unit within Facilities Management responsible for maintaining safety related equipment in university facilities. This unit performs the required testing and maintenance of fire alarm and sprinkler systems, the inspection

and maintenance of fire extinguishers, and the inspection and maintenance of emergency showers and eyewashes. To report deficiencies and to request service, contact FM Work Control Center.

OSHA/EPA Required Safety Training

FM employees work in many capacities that require them to receive training to safely carry out their duties. Employees and their supervisors should review the Training Guide and Training Schedule on the DES website to determine if they should receive training in any of the following areas:



Hazard Communication: Employees who work with or around hazardous substances have a need and “Right to Know” about the hazards of the substances. Employees learn how substances enter and affect the body, how to maintain a chemical inventory for their area, how to obtain and read material safety data sheets, how to maintain required labeling, and how to read Laboratory Hazard Signs. Hazard Communication Training is included in the FM New Employee Orientation Program.

Asbestos Worker Level I and II: Asbestos containing material can be found in many campus buildings. Workers who may encounter these materials while performing their duties learn how to identify materials so that they are not disturbed. All FM employees receive Asbestos Worker Level I during the FM New Employee Orientation Program. Annual refresher training is required.

Level II Asbestos Workers have responsibilities for asbestos removal and receive additional training, equipment and medical monitoring. Contact DES Industrial Hygiene at 5-3980 for more information.

Lead Awareness: Employees who may be exposed to materials containing lead, such as lead based paint and solder, must be trained in safe work practices. Go to the DES website www.umd.edu/des for more information.



Bloodborne Pathogens: Workers with responsibility for cleaning up human blood are required to attend annual training and are offered a free series of Hepatitis B vaccines. Employees who have not received this training and encounter surfaces contaminated with human blood should notify their supervisors and/or Work Control. In general, Building Services provides clean up of blood spills inside campus buildings and Grounds Maintenance provides service for spills outside. Annual training is provided by the DES Biosafety Officer and coordinated through the FM Health and Safety Manager.

Confined Spaces Entry: Workers who enter confined spaces such as manholes and vaults or who assist in entries are required to have Confined Spaces training. Workers learn about the University Confined Space Permit system and learn how to be a confined space entrant, attendant, and supervisor. Employees who have not received training may not perform in these capacities for permit-required confined spaces. Units that have been known to enter permit spaces include Utility Operations/Trigen, Piped Services, Electric Shop, Pest Control and HVAC.

Hearing Conservation Program: Workers exposed to 85 dBA or above time-weighted average for an 8 hour period are required to participate in the Hearing Conservation Program. Employees in the program receive annual audiograms, annual training, and hearing protection such as ear plugs. Units enrolled in the program include Grounds Maintenance, Piped Services, Utility Operations, Meter Shop and some sections of HVAC. Workers exposed below 85 dBA TWA are also provided with hearing protection and training. DES performs dosimetry to measure workers' exposure. Contact the Safety and Health Manager or DES Industrial Hygiene at 5-3980 to have an area or operation evaluated.

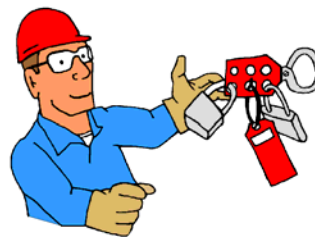


Respiratory Protection: Employees who wear respirators are required to receive an annual physical at the Health Center, annual training, and an annual respirator fit test. FM operations where respiratory protection is used include asbestos removal, pesticide application and spray paint application. To schedule a medical exam, call the Health Center Appointments Desk. Register online for training and respirator fit tests at www.umd.edu/des .

Lockout/Tagout: Types of hazardous energy that are required to be controlled during maintenance and repair of equipment include electric, steam, and chemical. Employees with equipment maintenance duties must receive training as authorized employees. Other employees who work in areas where equipment is locked out must be aware of Lockout/Tagout procedures.

Locks for FM are color coded:

- Yellow for Area Maintenance
- Purple for Electric Shop
- Green for Piped Services
- Orange for Others



Locks and tags are available from the FM Logistics warehouse.

Forklift Operator: Employees who use forklifts in the performance of their duties

must have training and be evaluated every 3 years. Units with forklifts include Logistics, Comcast Center, Fleet Maintenance, Grounds, Recycling, and Special Services. Contact the Safety, Apprenticeship and Training Coordinator to schedule training.

Hazardous Waste Generator: Employees who dispose of hazardous substances such as chemicals, solvents, oils, and batteries must take this training in order to request a waste pick up from Environmental Safety. This training must be taken online: www.umd.edu/des.

Trench Safety: Employees who work in trenches must have trench safety training. Workers who direct trenching activities must take a Competent Person training course. Project managers and construction inspectors are also encouraged to certified as a Trenching Competent Person.



Fall Protection: Employees exposed to falls from elevations must have general fall protection instruction. They must also be trained in the following topics that apply to their work duties:

Ladder Safety, Aerial Lifts, Scaffold and Personal Fall Arrest systems.

Competent Persons training is required in Fall Protection for supervisors of job sites with fall hazards.

Additionally, Competent Persons training is required for those who select, erect, dismantle, move or alter scaffolds.

Personal Protective Equipment:

PPE includes all clothing and work accessories designed to protect employees from workplace hazards. Examples of PPE are gloves, hardhats, safety glasses, face shields, safety footwear, Tyvek suits, ear plugs and muffs, personal fall arrest systems and respirators. Most of this equipment is available at the Facilities Management warehouse.

Supervisors are responsible for determining what PPE is needed for their employees and are required to complete a Personal Protective Equipment Hazard Assessment for each position or task. This assessment must be certified by the supervisor, and the employees trained on what PPE is required and how to care for it. Training is available for supervisors to assist them with these requirements. Go to www.umd.edu/des for more information.

Vehicle Safety

Employees who drive state vehicles as a part of their duties must possess a valid driver's license with no more than 5 points. It is the employee's responsibility to check the vehicle he has signed out before using it to ensure that it has no obvious deficiencies. All deficiencies must be reported to Work Control for repair by FM Fleet Maintenance. Employees are required to wear a seat belt in a state vehicle whenever the vehicle is in motion.

When an employee is involved in a collision with a state vehicle, the University Police must be notified and a report taken. If the employee is away from campus, the local or state police should be notified. The employee must complete the accident report form inside brochure "What to do in Case of an Auto Accident" found in the glove compartment of every vehicle. The supervisor must sign this form and then forward it to Facilities Management Fleet Maintenance.

Work-Related Injuries and Illnesses

When an employee is injured on the job, the first consideration must be to get medical attention immediately. For serious injuries, call the campus emergency number 911 for an ambulance. For minor injuries, employees may be treated at the University Health Center during regular business hours. When the Health Center is not open, employees may be taken to Washington Adventist Hospital in Takoma Park. The employee's supervisor must be notified as soon as possible in order to process the forms for Workers' Compensation.

Workers' Compensation is an employee benefit that pays for medical expenses for work related injuries and illnesses. UM uses a three-form system for First Report of Injury: a form for the injured employee, the supervisor and a form for a witness if there are any. These forms with instructions are available at the University Health Center and are given to employees when they seek treatment there. The forms can also be downloaded from the Environmental Safety website www.umd.edu/des.

After these forms are completed, they should be sent to the Workers' Compensation Manager at Environmental Safety. The address is 3115 Chesapeake Building. The Safety and Health Manager or other DES specialist may follow up on the accident investigation conducted by the supervisor to prevent future occurrences.

Hot Work Permit

Employees and contractors who weld, solder, or perform any other hot work process outside of a shop area must obtain a Hot Work Permit. The permit is obtained from the Environmental Safety Website www.umd.edu/des. The employee must follow the

instructions on the permit, such as obtaining an outage for smoke detectors in the area and performing a fire watch.

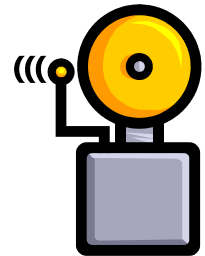
Emergency Procedures

In the event of an emergency such as a fire, chemical release, assault or serious injury, the employee must call 911. The University Police are the official 911 center for the campus. They can also be reached through the emergency blue light PERT phones located throughout campus.

In the event of a fire, an employee should begin the evacuation of the building, notifying occupants to leave by using the building fire alarm. If the alarm is already sounding, evacuate the building and stand by to assist emergency responders. Employees should not use fire extinguishers, as this exposes them to injury and delays the call to the fire department.

For chemical spills, the employee may perform the cleanup if it is small and within the employee's expertise. For larger spills and chemical releases, the fire department should be notified by calling 911.

Environmental Safety Personnel are on call 24 hours a day and can be reached through the University Police if needed.



CONTACT INFORMATION

EMERGENCIES 911

Facilities Management

Work Control Center 301.405.2222

Safety & Health Manager

Luisa Ferreira 301.405.3219

Safety, Training & Apprenticeship Coordinator

Terry Carman 301.405.3285

Logistics 301.405.3288

Fleet Maintenance

Ted Sowers 301.405.3246

Dept. of Environmental Safety 301.405.3960

Workers' Compensation Manager

Marlene Rains 301.405.5466

Industrial Hygiene

Chris Benas 301.405.3980

Biosafety Officer

Janet Peterson 301.405.3975

University Health Center

Appointments 301.314.8184

Occupational Health 301.314.8172