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1.0 Purpose

To provide a general foundation and best practices of work place safety and health standards and requirements for Facilities Management (FM) employees, supervisors and directors to encourage safe work practices for the prevention of work-related injury and ill health and to proactively improve FM safety and health performance.

2.0 Scope

FM Safety Standards include both general and specific directions related to the safe conduct of work and the reporting and documentation of safety incidents. These standards apply to all FM employees while at work for the University of Virginia.

3.0 Responsibility

3.1 **All FM employees** shall be aware of, and in compliance with, the requirements of the FM Safety Standards. Employees shall immediately report all potential work hazards, injuries, job related illness, or other safety incidents to a supervisor or to Facilities Management- Occupational Health and Safety (FM-OHS). If conditions warrant, FM employees shall stop their own work, *and stop the work of other employees*, until it can be performed safely. When an employee is seriously injured or contracts a job related illness, he/she must seek medical assistance immediately from one of the UVA approved panel of physicians.

3.2 **FM supervisors** are additionally responsible for awareness of the safety issues associated with assigned work, for assigning work to only those who are qualified to perform it safely, for monitoring their employees' compliance with FM Safety Standards, and for immediately documenting in detail any safety incidents involving their employees. Supervisors shall provide additional safety training and Personal Protective Equipment (PPE) as needed.

3.3 **FM managers and directors** are additionally responsible for support and empowerment of supervisors and employees in their departments when it comes to safety and health and for providing all the necessary resources to promote a safe and healthy work environment.

3.4 **FM-OHS** is responsible for effective implementation of FM Safety Standards and documented safety and health programs and for providing complete and accurate safety and health resources for FM employees, supervisors and directors to put safety and health in the forefront of everything at Facilities Management

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4.0 References

4.1 American National Standards Institute (ANSI),
<https://webstore.ansi.org/>

4.2 Facilities Management Occupational Health and Safety (FM-OHS)
<https://www.fm.virginia.edu/depts/ohs/index.html>

4.3 International Fire Code (IFC)

4.4 National Fire Protection Association (NFPA) to include 70E

4.5 National Institute of Occupational Safety and Health (NIOSH),
<https://www.cdc.gov/niosh/>

4.6 Nuclear Regulatory Commission (NRC) Contact EHS/Radiation Safety Department at
<http://ehs.virginia.edu/>

4.7 Occupational Safety and Health Administration (OSHA) Standards for Construction Industry (29 CFR PART 1926)
https://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=STANDARDS&p_toc_level=1&p_keyvalue=Construction

4.8 Occupational Safety and Health Administration (OSHA) Standards for General Industry (29 CFR PART 1910)
<https://www.osha.gov/law-regs.html>

4.9 UVA Driver Responsibilities
<http://riskmanagement.virginia.edu/driver-responsibilities>.

4.10 UVA Driver Safety Recommendations
<http://riskmanagement.virginia.edu/driver-safety-recommendations>

4.11 UVA Facilities Management Directive No. 262E – Policy

4.12 UVA Management of the University Keyed System (Key and Lock Policy), Section 8
<https://uvapolicy.virginia.edu/policy/SEC-038>

4.13 UVA Vehicle Use Policy: PRM-014
<http://uvapolicy.virginia.edu/policy/PRM-014>

4.14 Virginia State Code §46.2-1094, UVA Policy: PRM-014 Section 7
<http://law.justia.com/codes/virginia/2016/title-46.2/>

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5.0 General Safety

5.1 Muscle strains are a leading cause of workplace injury. Use proper lifting techniques and PPE. If a load is too heavy, do not try to lift and carry it. Instead, ask for help, use a hand cart/dolly, or break down the load and make several trips if necessary. (OSHA Standard: General Duty Clause, DHHS (NIOSH) Publication Number 2007-131, OSHA Technical Manual (OTM) Section VII: Chapter 1 - https://www.osha.gov/dts/osta/otm/otm_vii/otm_vii_1.html)

5.2 Jewelry or apparel that may cause a safety hazard during the performance of assigned duties must be removed prior to beginning work. For example, metallic rings, bracelets, or necklaces must be removed or covered before working on energized equipment. When hair can be caught in moving machinery, it shall be secured out of the way. (OSHA Standard Number: 1910.333(c)(8), 1910.212, OSHA Publication 3170-02R)

5.3 Compressed air shall not be used for removing dust or debris, especially on the body or clothing. (OSHA Standard Number: 1910.242)

5.4 Employees are not authorized to touch, move, or work on any item labeled as hazardous or radioactive without direct assurances from qualified lab personnel or the Environmental Health and Safety Office that the exterior of the item is free of contamination. Supervisors are responsible for annual training of their employees to recognize “Hazardous” and “Radioactive” symbols and to safely handle those items. (OSHA Standard Number 29 CFR 1910.1450 – Chemical Hygiene Standard, the Virginia Department of Environmental Quality (DEQ), Nuclear Regulatory Commission (NRC) 10 CFR 19.12 - Instruction to Workers and provisions of the University of Virginia's Radioactive Material License)

5.5 Trips and slips are a frequent cause of workplace injury. Be aware of “ground hazards” such as uneven or wet surfaces, holes, steps, slopes, tree roots, loose gravel, or debris. Do not carry objects that impair sight of your path of travel. Keep work areas clear of trip hazards such as cords, work tools and materials, boxes, etc. Employees shall immediately correct, protect against, or report observed hazards. When hazards are removed, protective measures such as caution tape or “Wet Floor” signs shall be promptly removed. (OSHA Standard Number: 1910.22 and 1910.303(g)(1)(v),)

5.6 Climbing, standing on, or working from equipment, pipelines, ductwork, tanks or other such items is prohibited except where the surface is designed for climbing, standing, or supporting work.

5.7 Physical interactions with coworkers that could possibly cause injury, sometimes referred to as practical jokes or “horseplay,” is prohibited.

5.8 Service personnel shall not use personal listening devices, including earphones or earbuds, during work hours. Personnel may use these devices when approved by the department manager.

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6.0 Fire Safety

6.1 Combustible materials (cardboard, paper, plastics, paint, etc.) shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms. Flammable materials (fuel, kerosene, paint thinners, etc.) shall be stored in approved cabinets. (IFC 315.2.3)

6.2 Evacuate the building when a fire alarm sounds and stand a minimum of 20 feet away from the building walls and over-hangs. Assemble in a nearby parking lot, quad, or other open area until you have been given permission by the Fire Dept. or authorized Facilities Management personnel to re-enter the building. Only authorized personnel may enter a building with an activated fire alarm, barricaded, cordoned-off, or otherwise restricted area.

7.0 Safety and Health Training

7.1 FM employees shall have valid safety and health training records before performing assigned jobs.

7.2 FM supervisors shall determine their employees' training needs including OSHA required training, hazard-specific training, PPE training, and best practices training proactively. Training shall be completed at required frequencies such as initial, refresher and advanced training, based on the job assignment hazards.

7.3 Supervisors shall ensure employees receive all required training prior to performing job tasks.

7.4 FM- OHS shall provide all types of safety and health training based on employees' job assignment hazards to which they may be exposed.

7.5 Managers shall conduct work safety meetings (a.k.a. Toolbox Talks) with all service personnel at least once a month.

8.0 Tank & Cylinder Storage

Accidental damage to a pressurized gas cylinder creates an extreme danger. When using, transporting, or storing gas cylinders, including B-tanks, the cylinders shall be properly secured at all times to prevent tipping, falling or rolling, using straps or chains connected to a wall bracket or other fixed surface, or by use of a cylinder stand. When a gas cylinder is empty or being stored, ensure that the valve is closed, the regulator removed and that the valve protector cap is secured in place. The gas cylinders must be stored in a cool, dry, well-ventilated, fire-resistant area. (OSHA Standard Number: 1910.253)

9.0 Tools and Machine Guard Safety

9.1 All tools and equipment shall be inspected prior to each use and shall be maintained in good condition. Employees shall insure that power tools and equipment are only operated or repaired by an authorized and trained staff member or authorized contractor. Tools, equipment and chemicals shall not be left unattended in areas to which the public has access. (OSHA Standard Number: 1910 Subpart P)

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9.2 Safety guards are primary means of protecting the equipment user from dangerous moving parts and shall not be bypassed or removed. (OSHA Standard Number: 1910.212)

9.3 Grinding wheels must have a tongue guard no farther than ¼ inch away from the wheel and a work rest no farther than 1/8 inch away from the wheel. (OSHA Standard Number: 1910.215)

10.0 Vehicle and Motorized Utility Vehicles Safety

10.1 All types of vehicles including passenger car, truck, van or heavy equipment vehicle, and Motorized Utility Vehicles (MUVs) must be equipped with an audible (at least 80 decibels at 10 feet) back-up alarm when placed in reverse. MUVs to include, golf carts, Cushman vans, Kubotas, Bobcat utility carts, Gators, Rough Terrain Vehicles (RTVs), All Terrain Vehicles (ATVs) and other similar devices.

10.2 When two (2) or more employees are being transported in the vehicle/MUV, the operator shall designate one employee to dismount from the vehicle and direct the driver when the vehicle is operating in reverse, including vehicles which are equipped with a back-up camera. Never back up without looking to see what is behind the vehicle/MUV. If the operator is alone, the operator shall check the vehicle/MUV front, rear and sides for obstructions and people prior to moving the vehicle/MUV.

10.3 All materials, equipment, and debris, that are transported on an open vehicle must be properly secured and covered in a manner that ensures they do not become dislodged in route. Tools shall not be transported in the front seat or front floorboard of the vehicle as these items can cause injury to the driver and passengers if involved in an accident. All tools and/or materials must be secured in the vehicles tool bins, behind the seat, tied down in the bed, or secured in the trunk. Chemicals or other materials that pose a safety hazard shall only be stored in the vehicles that are equipped to transport them. All vehicles shall be maintained trash free and organized.

10.4 When operating MUVs, never exceed the maximum load capacity recommended by the manufacturer, either by number of occupants or weight of the passengers and load.

10.5 All passengers in a Facilities Management vehicle must be in a seat and use a seat belt. The operator of the vehicle is responsible for ensuring that all passengers use their seat belt. It is prohibited to ride in the bed of a pick-up truck or in the cargo area of a van that is not equipped with a professionally installed seat and seat belt. Passengers must keep their heads, legs and arms within the cab of the vehicle while the vehicle is in motion. (Facilities Management Rule, Virginia State Code §46.2-1094, UVA Policy: PRM-014 Section 7)

10.6 If a state vehicle is involved in an incident or sustains damage caused by a non-state vehicle, object or vandalism, it is the responsibility of the driver, department supervisor or the employee assigned to the state vehicle that caused the damage to follow all Office of Property and Risk Management rules. <http://riskmanagement.virginia.edu/> (Office of Property and Liability Risk Management)

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10.7 All Facilities Management employees involved in a vehicle incident must appear in front of the Accident Review Committee when notified.

10.8 It is prohibited to operate a state vehicle or MUV while using headphones, cell phones, or any other handheld electronic device that requires visual or manual interaction with the device. This includes answering a cell phone call or reading/responding to a text. Vehicle operators must safely park the vehicle before using any of these devices. (Virginia State Code § 46.2-1078.1, UVA Policy: PRM-014 Section 7)

10.9 Use of tobacco products, including 'vaping,' in state owned or rented vehicles/MUVs is strictly prohibited. Smoking is prohibited within 50 feet of a gas pump or recharge station. State vehicle/MUVs' driver's operators shall not be under the influence of alcohol, illegal drugs, or medications that affect operation.

10.10 During the Spring and Fall semesters, FM practice will be to avoid routine vehicular and utility vehicle traffic on McCormick Rd between 9:30am-2:30pm when possible. In the event of an emergency, vehicular and utility vehicle traffic is permissible. Additionally, when travel on McCormick Rd is required for non-emergency business use, travel during class changes should be avoided (e.g. service call to a Central Grounds building).