University of Maryland

Facilities Management

GUIDE TO SAFETY

Prepared by

FM Safety & Health

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FM’s Safety Program

Facilities Management (FM) is dedicated to providing a safe and healthy 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 Associate Vice President for Facilities Management (AVP FM). The Safety and Health Manager has dual reporting to the Department of Environmental Safety (DES) 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, typically 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 during the Safety Awards Breakfast. Recognition and 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 Safety Orientation Program.

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

**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](http://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. Units that have been known to enter permit spaces include Utility Operations/Trigen, Piped Services, Electric Shop, Pest Control and HVAC.
**Electrical Safety Awareness:** This class is intended for all UM personnel whose duties may expose them to and work with energized electrical equipment. This includes: electric vacuums, drills, saws, extension cords etc. Attendees will learn OSHA and NEC requirements for working safely with energized electrical equipment.

**Electrical Safety NFPA 70 E Training:** Employees working with electrical systems over 50 volts are required by OSHA to have training that includes the shock hazard, arc flash hazard, restriction zones, protective clothing, testing criteria, insulated tools, Lockout/Tagout and permits for work with energized systems. The requirement is for new employees to take the Initial Electrical Safety NFPA 70 E training and then take a refresher every three years. Those who have not received the training must work under a qualified supervisor until they have received the training.
**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. If you are entered into the program, work with your supervisor make an appointment at the Health Center Appointments Desk and register online for training and respirator fit tests at [www.umd.edu/des](http://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:**
- Purple – Electric
- Yellow – Area Maintenance
- Green – Piped Services
- Orange – Campus Projects
- Blue - Life Safety
- Red – HVAC
- Black – Alternate

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 Apprenticeship and Safety 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](http://www.umd.edu/des).

**Trenching and Shoring 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](http://www.umd.edu/des) for more information.

**PPE Hazard Assessment:**

PPE Hazard Assessments for common FM positions are available on the FM Shared drive. New employee supervisors will review the assessment with new employees and update as required (with consultation with the Safety Manager) given the new employees job functions/tasks.
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/she 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 Evacuation Procedures

In the event of an emergency such as a fire, chemical release, assault or serious injury, the employee must alert the University Police (Department of Public Safety) by:

- Campus Phone 911
- Cell #3333
- Use the nearest Blue Phone (PERT phones located throughout campus)
- Call Work Control to report emergency from your two way Radio

The University Police are the official Emergency Response center for the campus.

Fire Emergency

In the event of a fire/emergency in a building, 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. When evacuated out of building and when it is safe to do so, call the University Police and report the fire/emergency by:

- Campus Phone 911
- Cell #3333
- Use the nearest Blue Phone (PERT phones located throughout campus)
- Call Work Control to report emergency from your two way Radio

Employees should not use fire extinguishers, as this exposes them to injury and delays the call to the fire department.

Employees should report to supervisor/coworkers outside – provide information on occupants/conditions – relay information to responders and assist as required

Tornado Emergency

Watch: Conditions are right for a tornado to develop. Continue with normal activities, but continue to monitor the weather.

Warning: Radar or weather spotters have identified a tornado. The UMD Alert System and Siren will activate if there is danger in the University Community.

If Indoors:

- Know the location of the nearest shelter for your facility. This can be a basement or a ground floor hallway with no windows or a door frame.
• Get under a desk or a table.
• Be careful removing debris that has fallen around you.
• Remain calm in a protected area until the threat has ceased or the danger has a passed.
• Call the Department of Public Safety at 911 or #3333 to report injuries or damage.

If Outdoors:
Try to seek shelter indoors, if you cannot;

• Try to get to a protected or safe area away from buildings, windows and glass, telephone or light poles or any place where there could be falling debris (A low area such as a ditch or ravine or a depression works well).
• Lie face down and cover your head and face.
• Be careful removing debris that has fallen around you.
• Call the University Police to report injuries or damage.

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.

University of Maryland - Emergency Notification System

The safety of the University of Maryland community during an emergency is predicated on advance planning, as well as building awareness about how the plans will be implemented. Students, faculty, staff and visitors will be better prepared in an emergency if they know how the University will respond, where they can find information, and what they should do. Please take a moment to learn more about this by selecting this link: Emergency Notification System

Early Warning Siren Tones

**Emergencies:** A steady tone that will sound for at least three minutes. Seek shelter in a safe location indoors immediately.

**All Clear:** One short blast that will sound for less than 30 seconds.
**Locations:** Sirens are mounted on the roof of the Benjamin Building, Computer and Space Science Building, and the Service Building located along US Route 1.

**Siren Testing:** Siren Testing is conducted the first Wednesday of the Month at 11:55 am.

The Sirens will be loud enough to alert the entire University and areas contiguous to the University where many in our community live and study.

**UMD Alert System**

UMD Alerts is an alert system that allows the University of Maryland to contact you during an emergency by sending text messages to your e-mail, cell phone, or pager. When an emergency occurs, authorized senders will instantly notify you using UMD Alerts, connecting you to real-time updates, instructions on where to go, what to do or not do, who to contact, and other important information. To register, please visit https://alert.umd.edu/

**IN ADDITION:** Receive campus and community crime information on e-mail and your text enabled device. Subscribe at www.nixle.com and select the University of Maryland Department of Public Safety.  

[NOTE: Message and Data rates may apply. This is NOT a UM service; it is separate from the UMD Alert system]

**New Employee Safety Orientation:**

As a new employee you should receive a Safety Orientation that informs you of the information in this Guide. You should also receive:

a. Facilities Management Guide To Safety  
b. Safety Training Program For Facilities Management  
c. Safety Training Matrix  
d. PPE Hazard Analysis

The Materials should be presented and reviewed with new employee by Apprentice and Safety Training Coordinator or their Supervisor.
CONTACT INFORMATION

EMERGENCIES      University Phone: 911       Cell : #3333

Facilities Management  https://www.facilities.umd.edu/

   Work Control Center       301.405.2222

   Safety & Health Manager:   Kevin Atchison       301.405.3219

   Apprenticeship Training and Safety Coordinator: Terry Carman  301.405.3285

   Logistics:                  301.405.3288

   Fleet Maintenance:          301.405.3246

   Human Resources:            301.405.3214

Dept. of Environmental Safety   https://des.umd.edu/

   Main Number                301.405.3960

   Workers’ Compensation Manager: Phyllis Daily  301.405.5466

   Occupational Safety and Industrial Hygiene: Susan Gilson  301.405.3980

   Biosafety Officer: Janet Peterson  301.405.3975

University Health Center   http://www.health.umd.edu/

   Appointments:  301.314.8184

   Occupational Health:  301.314.8172

FM Safety Documents can be found on the FM Shared Drive in the Safety Folder in the FM/ALL folder.
New Employees: Please consult with your supervisor to receive access and/or review the information in the folder.