Facilities Management  
SAFETY PROGRAM GUIDE

About the Safety Program

Facilities Management (FM) is dedicated to providing a safe and healthy work environment for its employees. Safe working procedures and conditions benefit employees and protect University property and the environment.

Safety activities in FM are coordinated by the Human Resources Unit, Office of the AVP. The Manager, Safety/Health, who has a dual reporting relationship with the Department of Environmental Safety (DES) assists in the delivery of DES services and resources to FM. The FM Coordinator, Apprenticeship, Training and Safety is responsible for logistics of safety meetings and other programs.

The FM Safety Committee is co-chaired by the Manager, Safety/Health and the Coordinator, Apprenticeship, Training and Safety. Each FM unit sends a representative to monthly Safety Committee meetings. At the meetings, representatives discuss safety concerns, incidents/accidents are reviewed and information on safety topics is presented. Safety Representatives are responsible for holding a unit safety meeting every month. The Manager Safety/Health maintains an inventory of videos and materials for these meetings.

The Department of Environmental Safety (DES) is responsible for guiding UMD through regulatory requirements of various safety-related agencies such as OSHA, EPA and the State Fire Marshal. For more information visit the DES website des.umd.edu.

New Employee Orientation: As a new employee you will receive a Safety Orientation conducted by the Coordinator, Apprenticeship, Training and Safety or your supervisor. The orientation includes an overview of this Guide and a hard copy. You should also receive the Safety Training Program For Facilities Management, the Safety Training Matrix and a PPE Hazard Analysis. FM Safety Documents are located on the FM Shared Drive in the FM-All folder in the Safety subfolder. Please ask your supervisor for help locating or accessing documents.
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:

Asbestos: 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 State of Maryland "Asbestos Worker Level I" training during the FM New Employee Safety Orientation Program. Annual refresher training is required.

Bloodborne Pathogens: Employees 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 supervisor and/or Work Control. In general, Housekeeping Services provides clean up of blood spills inside campus buildings and Landscape Services provides service for spills outside. Annual training is provided by the DES Biosafety Officer and coordinated through the FM Manager, Safety/Health.

Confined Spaces Entry: Employees who enter confined spaces such as manholes and vaults or who assist in entries are required to have Confined Spaces training. Employees 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, Piped Services, Electric Shop and HVAC.

Electrical Safety Awareness: This class is intended for all UM employees 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. (see also Lockout/Tagout)

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.

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, and for those who select, erect, dismantle, move or alter scaffolds.
OSHA/EPA Required Safety Training, cont.

**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 Coordinator, Apprenticeship, Training and Safety to schedule training.

**Hazard Communication:** Employees who work with or around hazardous substances have a need and "Right to Know" and "Right to Understand" about the hazards of the substances. Employees learn how substances enter and affect the body, how to review a chemical inventory for their area, how to obtain and read safety data sheets (SDS), how to read required labeling, what the pictograms mean, and how to read Laboratory Hazard Signs. Hazard Communication Training is included in the FM New Employee Safety Orientation Program.

**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; go to [des.umd.edu](des.umd.edu).

**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 [des.umd.edu](des.umd.edu) for more information.

**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 and tags are available from FM Logistics Management.

- **Locks for FM are color coded:**
  - Purple – Electric
  - Yellow – Area Maintenance
  - Green – Piped Services
  - Orange – Campus Projects
  - Blue - Life Safety
  - Red – HVAC
  - Black – Alternate

**Respiratory Protection:** Employees who wear respirators are required to receive annually: a physical exam at the Health Center, training, and a respirator fit test. To qualify for the program, discuss your hazards and respiratory protection with your supervisor. Appointments should be made at the Health Center Appointments Desk and register for online for training (online training or classroom training) and for respirator fit tests at [des.umd.edu](des.umd.edu).

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

Hearing Conservation

Employees exposed to 85 dBA or above (time-weighted average (TWA)) 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 or noise muff. Units enrolled in the program include Grounds Maintenance, Life Safety, Piped Services, Utility Operations (Suez), and HVAC (Zone 3, Zone 4, SCUB OPS, Fume Hood, MSS). Employees exposed below 85 dBA TWA can also be provided with hearing protection and training. DES performs dosimetry to measure employees' exposure. Contact the FM Manager, Safety/Health or DES Industrial Hygiene at 5-8755 to have an area or operation evaluated.

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 http://www.des.umd.edu/ 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.

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 muff, 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 http://www.des.umd.edu/ for more information.

Personal Protective Equipment Hazard Assessment

PPE Hazard Assessments for common FM positions are available on the FM Shared drive. New employees’ supervisors will review the assessment with the employee and update as required (in consultation with the Manager, Safety/Health).
Safety Permits and Programs, cont.

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.

Workers’ Compensation for 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 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 DES website des.umd.edu

After these forms are completed, they should be sent to the DES Workers’ Compensation Manager, 3115 Chesapeake Building. The Manager, Safety/Health or other DES specialist may follow up on the accident investigation conducted by the supervisor to prevent future occurrences.
Emergency 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) as follows:

- Campus Phone 911 or text #3333
- Off campus phone 301.405.3555
- 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

In the event of a fire/emergency in a building, the FM 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 or text #3333
- Off-campus phone 301.405.3555
- 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—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

Watch: Conditions are right for a tornado to develop. Continue normal activities, but 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 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 safe area away from buildings, windows and glass, telephone or light poles or any place where there could be falling debris (low area such as a ditch, ravine or 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.
Emergency Procedures, cont.

Chemical Spill

The FM 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. In addition, DES is on call 24 hours a day and can be reached through the University Police if needed.

University of Maryland Emergency Notification System

Early Warning Siren Tones

**Emergency:** 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 are loud enough to alert the entire University and the surrounding community.

UMD Alerts

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 [alert.umd.edu](http://alert.umd.edu).

NIXLE

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]**
CONTACT INFORMATION

EMERGENCIES
University Phone: 911 or text #3333    Off-campus phone 301.405.3555

Facilities Management  facilities.umd.edu

Main Number  301.405.2222
Coordinator, Apprenticeship, Training & Safety (Terry Carman) 301.405.3285
Fleet Maintenance  301.405.3246
Human Resources  301.405.3214
Logistics Management  301.405.3288
Manager, Safety/Health (Kevin Atchison) 301.405.3219
Work Control Center  301.405.2222

Department of Environmental Safety  des.umd.edu

Main Number  301.405.3960
Biosafety Officer (Janet Peterson)  301.405.3975
Occupational Safety and Industrial Hygiene (Susan Gilson)  301.405.3980
Workers’ Compensation Manager (Phyllis Daily)  301.405.5466

University Health Center  health.umd.edu

Appointments:  301.314.8184
Occupational Health:  301.314.8172