



POLICY: I: 04—Safety Standards
Procedure Review: Annually

DATED: September 1997
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APPROVED: Executive Director of Facilities and Construction:

I. PURPOSE AND SAFETY STATEMENT

The personal safety and health of each employee in Facilities Management (FM) is of primary importance. The prevention of injuries and illness is given precedence over operating productivity. Each employee is responsible for adhering to all aspects of the safety standards including compliance with rules and regulations.

FM is committed to a safety and health program conforming to the best practices of the organization. The goal is to have minimal preventable lost time incidents or injuries. The objective is a safety and health program that assists employees in using best safety practices and thus reduces the number of injuries and illnesses.

FM strives to ensure compliance with current OSHA, VOSH, EPA, NFPA, insurance and other applicable safety guidelines.

II. DEFINITIONS

- A. Preventable Incident - An incident that results in damage to vehicles, property or personal injury that may have been prevented if the employee had followed safety procedures as determined by the Risk Management Safety Incident Review Committee (SIRC).
- B. Non-preventable Incident - An incident that results in damage to vehicles, property or personal injury, which occurred as the result of circumstances beyond the employee's control, (i.e., state vehicle is struck by another vehicle, unforeseeable equipment malfunction resulting in personal injury, etc.)
- C. PPE - Personal Protective Equipment (i.e. gloves, goggles, face shields, boots, special clothing, etc.)
- D. Recordable Injury – Any work-related fatality, days away from work, restricted work or transfer to another job, medical treatment beyond first aid or loss of consciousness.
- E. Reportable Injury – Any incident resulting in an injury, no matter how minor. All injuries require the completion of an accident/incident report.
- F. Service Interruption - Generally refers to electric service but may also mean the interruption of any service provided by or contracted for by the university.
- G. Service Vehicle - Any truck, car, utility cart, or other motor vehicle used for FM purposes.

- H. Access Drive/Road - Any area that is not a public roadway, paved or unpaved, used by pedestrians and/or vehicles to approach a given location.

III. RESPONSIBILITIES

- A. Executive Director of Facilities and Construction - Departmental compliance with this procedure, interpretation of procedures and advises the appropriate action to be taken for a third preventable vehicle incident within a 12-month period.
- B. Directors and Managers - Promote compliance with safety procedures in their area(s), ensure training is provided and proper equipment is obtained and serviced, as well as promote safety awareness.
- C. Project Managers - Require contractors/sub-contractors to comply with OSHA, VOSH, EPA, NFPA, and other applicable safety requirements and promote safety awareness (usually accomplished via bid documents.)
- D. Supervisors – Ensure employee training is up-to-date in their area(s), safety procedures are followed, proper use of equipment and PPE, promote safety awareness and respond to safety concerns in a timely manner. Also responsible for the orientation and instruction of new staff members in the safe performance of duties as well as the review of their operations to determine if work is performed in a safe manner.
- E. Crew leaders and Technicians - Report equipment repair needs, at-risk conditions or actions, enforce procedures and promote safety awareness.
- F. Employees - Ensure safety procedures are followed, safety equipment and PPE is used, report incidents, near misses and requests (equipment repairs, etc.) as well as promote safety awareness.
- G. Office of Risk Management - Chairs the Risk Management Safety Incident Review Committee, maintains FM training records and schedules training as requested/required. Conducts safety audits and provides safety information to FM employees. Serves as advisor to schedule, conduct or arrange safety related classes on all aspects of this procedure.

IV. PROCEDURES

- A. Safety Awareness and Training
 - 1. Training is provided for employees to acquire knowledge, skills and ability to perform their duties safely.
 - 2. New employees receive safety training by or through the Office of Risk Management or online. On-the-Job training will be conducted by each department on specific job responsibilities and hazards. Training is to be documented and provided to Risk Management for retention.
 - 3. Prior to the first use of new equipment, or any equipment which an employee is not familiar, the supervisor shall conduct safety training on the correct operation of equipment in accordance with the manufacturer's operation manual. Employees are not to operate

equipment on which they have not been trained. Training must be documented and provided to the Office of Risk Management.

4. Training documentation will be maintained by the Office of Risk Management.

B. Vehicle Operation

FM employees are to follow guidelines set in JMU Policy 4303: Use of State Vehicles. In addition to policy 4303, employees will adhere to the following:

1. Service drives or the tunnel under interstate 81 should not be used for shortcuts or convenience. Sidewalks shall be used only to provide access to a specific building entrance for delivery/pickup of materials. Employees shall park in designated parking slots when available. Parking on sidewalks or in fire lanes is not normally permissible; however, parking on non-fire lane sidewalks is acceptable in special circumstances (e.g. moving office furniture).
2. No through vehicle traffic is permitted on the area in front of Wilson Hall or on the upper pedestrian bridge of Newman Lake.
3. Wilson Hall service access parking is at the rear loading dock area, and only in the designated service vehicle-parking slot in "A" lot.
4. Vehicles are not permitted on bluestone pavers between Carrier Library, Hillcrest, and Keezell.
5. No unnecessary driving or parking on grass areas is permitted.
6. Rear entrances of buildings should be used when possible.
7. Vehicles should be locked and secured at the end of each shift.
8. Fire lanes or trash pickup areas should not be blocked.
9. Vehicles are to be kept clean and free of clutter and trash.
10. Smoking is prohibited inside a vehicle or while operating equipment.
11. When refueling, the motor shall be shut off and smoking is prohibited.
12. If a vehicle is difficult to maneuver in tight areas of the campus, the driver should not force the vehicle into those areas.
13. If a barricade is removed or a gate unlocked to gain access to a building or area, it is the driver's responsibility to replace the barricade or lock the gate after driving through.
14. Ticket(s) received due to violations of this procedure are the responsibility of the employee receiving it.

C. Roof Access Safety

1. Employees accessing any roof system shall have a means of communication: radio or cell phone.
2. Employees accessing CISAT A3 and Rose Library roofs shall utilize the stairs and roof hatch and not the elevator. This will eliminate the possibility of employees being stuck on the roof if the elevator fails. The employee may use the elevator to bring tools and equipment to the roof. When the job is completed, employees shall exit the roof via the roof hatch and re-lock the hatch.

D. Personal Protective Equipment (PPE)

1. Typical Personal Protective Equipment (PPE) may include but is not limited to the following:
 - Respirators
 - Self-contained Breathing Apparatus (SCBA)
 - Goggles
 - Hearing Protection
 - Gloves of various types
 - Back Support with appropriate instruction
 - Rubber soled shoes
 - Safety-toed shoes/boots
2. The use of respirators or SCBA requires special training and medical testing. See FM policy III: 08 Respiratory Protection.
3. Foot wear must completely encapsulate the foot. No open top, open toe or open heel footwear is allowed.
4. Gloves should be used as a safety precaution when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

E. Shop Safety Equipment

1. FM employees shall use shop safety equipment provided as applicable for their duties. Faulty equipment shall be immediately removed from service and reported to the shop supervisor.

2. All other FM safety related procedures are to be followed. FM safety procedures can be located on the FM webpage.
3. If safety equipment is required, contact your supervisor.

F. Safety of Campus Community

1. Employees shall post proper barriers and signage to warn pedestrians of hazardous work areas. This can include: warning signs and tape, barricades, fencing, cones, traffic or pedestrian control and/or an individual as a safety monitor where deemed necessary by regulation, a supervisor, or by the employees working on the job.
2. Project managers and supervisors shall require contractors and sub-contractors to comply with appropriate safety requirements.

G. Service Interruption Notification

1. The supervisor or project manager shall notify the maintenance scheduler in advance of service interruptions to buildings/construction.
2. The maintenance scheduler shall notify affected campus areas (customers, Office of Disability Services and Campus Police) of service interruptions.
3. The project manager or supervisor shall notify the maintenance scheduler when the service interruption is completed. The maintenance scheduler shall notify affected areas that service has been restored.

H. Reporting Safety Concerns

1. Employees shall report any at-risk condition or equipment to their supervisor for corrective action. Defective equipment should be removed from service and tagged as such. At-risk area(s) should be barricaded as conditions require.
2. Supervisors and/or managers shall initiate corrective action: verify at-risk conditions and submit customer requests for repair/replacement of equipment. For vehicles, the Transportation office staff shall be contacted.
3. If the at-risk condition or defective equipment is not addressed in a timely manner, the employee shall report the at-risk condition/equipment to the Office of Risk Management.
4. There shall be no retaliation for reporting safety hazards. If retaliation is found to exist, the person responsible will be disciplined. Report all retaliation to Human Resources.

I. Enforcement

1. The ability of an employee to work safely shall be reflected in their annual performance review.

2. At the first personal incident in a 12-month period, the employee will receive counseling from their supervisor regarding their attention to safety and a discussion of how the incident may have been avoided. Documentation will be recorded and maintained by the Human Resources office.
3. If there is a second personal incident within 12 months of the first incident, the staff member will receive counseling from their supervisor regarding their attention to safety and a discussion of how the incident may have been avoided. The department manager will be notified and documentation will be recorded and maintained by the Human Resources office.
4. If there is a third personal incident within 12 months of the second incident, the staff member will receive counseling from their manager regarding their attention to safety and a discussion about how the incident may have been avoided. The Executive Director of Facilities and Construction will be notified and action may be taken (depending on the circumstances, preventable or non-preventable incident) by the appropriate manager in accordance with the policy 1317, Standards of Conduct and Performance relating to at-risk work practices.
5. Driving privileges may be suspended while a vehicle incident is being investigated, depending on the seriousness of the incident as determined by the supervisor. This may result in an alternate work assignment, leave without pay, or suspension.
6. Drivers with more than one preventable vehicle incident may be required to attend a defensive driving class. If training for this class is only available on weekends or evenings, time off during the week will be made available in order to attend this class. If the employee does not attend a scheduled class, they are responsible to reschedule the class themselves and may be required to pay the fee. Annual leave will be charged for the missed class.
7. Staff members who willfully or repeatedly violate safety standards will be disciplined in accordance with the university policy 1317, Standards of Conduct and Performance for Classified Employees.