

The Occupational Programs Weekly Wrap Up

UVA Facilities Management

Memorial Day Edition

REMEMBER ★ HONOR

05.26.2023

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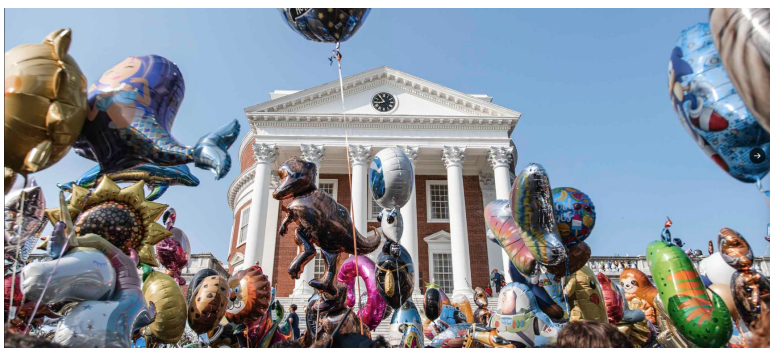


***Don't forget:
Reasons to Celebrate!***

You did it!

Final Exercises 2023

Thank you, UVA FM, for your dedication and hard work in making UVA's Final Exercises a **success**—Everything from setting up chairs before, shuttling attendees during, to delivering balloons after—You helped make this weekend unforgettable for thousands of graduates and their families!



Let Us Know: You can always email FM-OHS@virginia.edu if you have suggestions or story ideas. Now there's a new way to get in touch — ***Let us know*** by answering a few quick questions.

OCCUPATIONAL HEALTH AND SAFETY

Did You Know? Incident Reporting

Our priority in FM is safety, no matter the task or its time constraints. However, incidents do happen, and reporting them in a timely manner is crucial. Prompt medical care is essential in promoting a quick recovery, and reporting first aid and injuries allows for preventive actions in case medical care is later needed. It's our obligation as employees of FM to report incidents as soon as possible. Here are the steps to take when an incident occurs:

- Workers Compensation Claim
- Near Miss Reporting
- Supporting Documentation
 - Employee Expectations
 - Supervisor Expectations
 - Panel of Physicians Printout
- Completed Claims
- Recent
 - OHS Near Miss FL
 - Incident Type
- SITE CONTENTS

Welcome to Facilities Management OHS Accident Reporting and Workers' Compensation Page

Please use the [Near Miss Reporting link](#) if what you would like to report was an unintentional in nature, unsafe occurrence that could have resulted in an injury, fatality or property damage. However, only a fortunate break in the chain of events prevented an injury, fatality or property damage.

Please download and review the checklist information linked on the left before submitting a claim

* Click the "Create New Workers Compensation Claim" link below to start a new claim

** Supervisor reviewing a claim, click "Assigned To" beside your name then select the employee listed that appears below it



[Click Here to Create Accident Report/Workers Compensation Claim](#)

Check out the resources listed on the website!

The link to the form is highlighted below.

Image of the Workers' Compensation/ Accident-Injury Reporting Portal website found at:

<https://sp2013.fm.virginia.edu/workerscomp/SitePages/Home.aspx>

If you are the injured employee:

1. Immediately alert your supervisor.
2. **Seek first aid or medical treatment if necessary.** If seeking medical treatment, use one of the locations listed on the **Panel of Physicians**: <https://at.virginia.edu/6Lbypd>.
3. **Fill out the Incident Report Form** located on the OHS website: <https://at.virginia.edu/wbo9Rf>
4. **Send all work notes to OHS.** This can be done by:
 - Sending a clear photo/scan of the note via email or text
 - Dropping the note off in person at the OHS office in lower level Skipwith.

If you are the supervisor to the injured employee:

1. **Advise the injured employee to fill out their portion of the Incident Report Form** (or fill it out on their behalf).
2. **Complete the Supervisor Form**, which will be sent to you via email after the employee has completed & submitted their form.
3. **Follow up with the injured employee** to verify any work restrictions and to have all work notes are submitted to OHS in a timely manner.

Reach out to OHS with any questions or concerns! 434-297-6379 or fm-ohs@virginia.edu

OCCUPATIONAL HEALTH AND SAFETY

Tools for Your Toolbox: Natural Light

Sunlight triggers the release of serotonin and vitamin D, which are associated with boosting mood and focus and reducing stress.

Without enough sun, these levels can drop, leading to symptoms of depression, anxiety, and other mental health challenges. Light exposure also has a direct impact on your body's sleep-wake cycle, and consistent sleep is one of the most important factors in your well-being. So, enjoy the sunshine! Just 10-15 minutes of sun on your arms and legs a few times a week has the potential to generate all the vitamin D you need-but don't forget the sunscreen!



Heat Safety Reminders

Protect Yourself Against Heat Exposure.

You are at risk if you:

- Are new to the job
- Work in hot and humid conditions
- Do heavy physical labor
- Don't drink enough water

Dress Appropriately

Wear clothes that are:

- Light-colored (white, etc.)
- Loose-fitting
- Lightweight



If you need to wear protective clothing or personal protective equipment, like impermeable clothing, you may need more frequent breaks for water, rest, and shade.

Drink Water & Take Breaks



- Take frequent breaks out of the sun
- Drink 1 cup (8 ounces) of water every 15-20 minutes.
- DO NOT** wait until you are thirsty to drink water.
- DO NOT** drink alcohol and **AVOID** caffeine.

Know the Warning Signs

Heat Exhaustion:



Weakness & Wet Skin



Headache, Dizziness or Fainting



Nausea or Vomiting

Heat Stroke:



Excessive sweating or red, hot, dry skin



Confusion or Fainting



Convulsions or Seizures

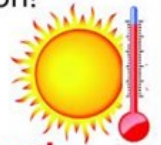
Seek Medical Assistance

Heat Stroke is a medical emergency

Look out for your co-workers—if you see the warning signs take action!

Call 911

Getting help can be the difference between **life** and **death**.



Learn more about heat-related illnesses and how to prevent them at <http://bit.ly/CPWRHotWeather>

Through the OSHA and CPWR Alliance, CPWR developed this infographic for informational purposes only. It does not necessarily reflect the official views of OSHA or the U.S. Department of Labor. ©2018, CPWR-The Center for Construction Research and Training. All rights reserved. CPWR is the research and training arm of NABTU. Production of this document was supported by cooperative agreement OH 009762 from the National Institute for Occupational Safety and Health (NIOSH). The contents are solely the responsibility of the authors and do not necessarily represent the official views of NIOSH.

OCCUPATIONAL HEALTH AND SAFETY

Narges Sinaki Presents Pop-Up Training at AIHce EXP 2023

On Tuesday, May 23, UVA FM Occupational Health and Safety Compliance Specialist Narges Sinaki presented “Managing Challenges in an Effective Respiratory Protection Program” at AIHce EXP 2023, the annual conference for the American Industrial Hygiene Association (AIHA) held in Phoenix, Arizona.

Narges’ presentation included a review of the [UVA FM Respiratory Protection Program](#); the challenges to setting up an effective program and how to overcome them; how to establish a roadmap for the future of your program; and how to prioritize and address challenges considering OSHA requirements and your available resources.

UVA FM-OHS is proud to be recognized as experts and to be able to share our subject matter expertise with other OHS professionals on a national level.

See more about the presentation: <https://at.virginia.edu/QLCmdU>

If you have questions about the [Respiratory Protection Program](#), email FM-OHS@virignia.edu.

APPRENTICESHIP

Phone Interviews are Happening! What’s Next?

More than 70 applications were received for the incoming class of UVA Apprentices! Phone interviews are in progress and in-person interviews will start in June for those who are selected to move forward. Onboarding of new apprentices will occur in the beginning of August.

If you know someone who has applied, have them make sure that all the required documents are submitted in their Workday application, as an incomplete profile will disqualify them from moving forward.

Questions on the program can go to FM-Apprenticeship@virginia.edu.

Questions on an application status should go to AskHR@virginia.edu.



OCCUPTIONAL TRAINING

Apply for UVA FM Jobs

Current UVA Employees Search for and apply to jobs using your existing [Workday account](#):

See UVA HR’s How to Apply: for Internal Candidates: <https://at.virginia.edu/jgLuzS>

External Applicants (not currently employed by UVA) will be prompted to create a profile in Workday when applying: <https://uva.wd1.myworkdayjobs.com/UVAJobs>

Not all listings are available to external applicants.

Questions on job listings should be directed to AskHR@virginia.edu

See FM jobs >>

OCCUPATIONAL TRAINING

Leadership Connection: Leadership+Collaboration

In a recent team event, I had the opportunity to share a presentation on collaboration. I thought this topic was so important that sharing a few thoughts in our Leadership Connection made sense. The challenge begins with connecting leadership and collaboration. One doesn't need to be a leader to collaborate, but leaders must collaborate, and bring a collaborative mindset.

Traditionally, I think we can agree that a leader not only inspires and motivates, but also recognizes the power of collaboration. By building a culture of collaboration on your team, leaders can tap into the collective knowledge of and gain a diverse perspective, leading to greater ideas, problem-solving, and ultimately success. Though, I think it should be said that just recognizing the need for collaboration only goes so far. **There are some fundamental requirements to truly facilitate collaboration: a culture of openness and sharing; effective communication and psychological safety; and a focus on the team culture.**



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Occupational
Training and
Development
Specialist Senior
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Collaboration isn't always easy. It requires openness, trust, and to some degree vulnerability. Collaboration also requires communication, and looking at our processes and assessing what's working and what isn't. It also involves knowing that we don't have all the answers. **Ultimately, collaboration empowers individuals, fosters creativity, and enhances problem-solving abilities. A fantastic way to improve our processes and find new and exciting ways to get things done.**

To read more about leadership and collaboration, check out the articles below:

- **How to Lead a Collaborative Team | Center for Creative Leadership:**
<https://at.virginia.edu/m2E27i>
- **10 Leadership habits that promote team collaboration | Hypercontext:**
<https://at.virginia.edu/wG1W1L>

To learn more, select one the of links below to view Workday Learning topics on Collaboration:

- **Collaboration Principles and Process | Workday Learning:** <https://at.virginia.edu/lzXssg>
- **Increasing Collaboration on Your Team | Workday Learning:**
<https://at.virginia.edu/60LNTE>
- **Creating a Culture of Collaboration | Workday Learning:** <https://at.virginia.edu/egbTn9>

If you have questions or would like to schedule a session on collaboration with your team, please email FM-Training@virginia.edu

OCCUPATIONAL TRAINING

Managers & Supervisors:

Are You Setting Your New Employees Up for Success?

What are the benefits of successfully onboarding new employees? Why should managers care? Managers & supervisors are a link between the employees and the organization, helping employees contribute to organizational goals and values.

An employee whose new job orientation goes well will:

- Perform better
- Feel more engaged with their job duties
- Have increased productivity
- Experience better job satisfaction, which leads to better employee retention.

As leadership, managers and supervisors should:

- Make new hires feel welcome.
- Facilitate knowledge transfer.
- Develop a good working relationship.
- Select and assign a buddy or mentor to show them the ropes.

An Enhanced Onboarding Process is Coming to FM!

NEW EMPLOYEE ONBOARDING | UVA Facilities Management Occupational Training

FM Occupational Training will be implementing a new, expanded onboarding experience beginning **Monday, June 5**. New employees will report directly to Occupational Training for the first two days of employment. They will receive:

- New Employee Safety Training*
- An overview of UVA, FM, Parking, Transportation, OHS, Fleet, Sustainability, DEI
- A review of the Code of Conduct, recording time and getting paid, meals/breaks, benefits, resources, and how to get involved.
- Safety shoes from the Red Wing Shoe Truck (where applicable)
- A tour of FM*
- Assistance with required computer-based learning (CBL) and I-9 completions
- A meet & greet with our CFO and their director
- Discussion of other touch points they will have for planning their professional development in their first year.

This all-inclusive process is being designed to make sure each new employee has what they need to begin their new positions successfully.

If you have questions or a new employee starting, email FM-Training@virginia.edu.

* If your new employee will need support/accommodations, contact FM-Training@virginia.edu as soon as you are aware.

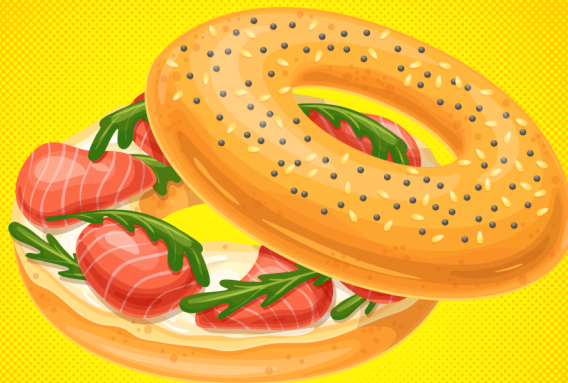
DIVERSITY, EQUITY & INCLUSION

**UVA EMPLOYEES:
Take the Cornerstone Program's**

SUSTAINABILITY SURVEY

and enter to win a

\$20 BODO'S GIFT CARD!



Scan now to complete the survey and enter:



<https://at.virginia.edu/10mWwC>

Do you have 10 minutes?

Are you a UVA Academic Staff member?

**Do you want to share how you feel
about UVA's Health Benefit Plan?**

**Scan the link below to take our brief
survey.**

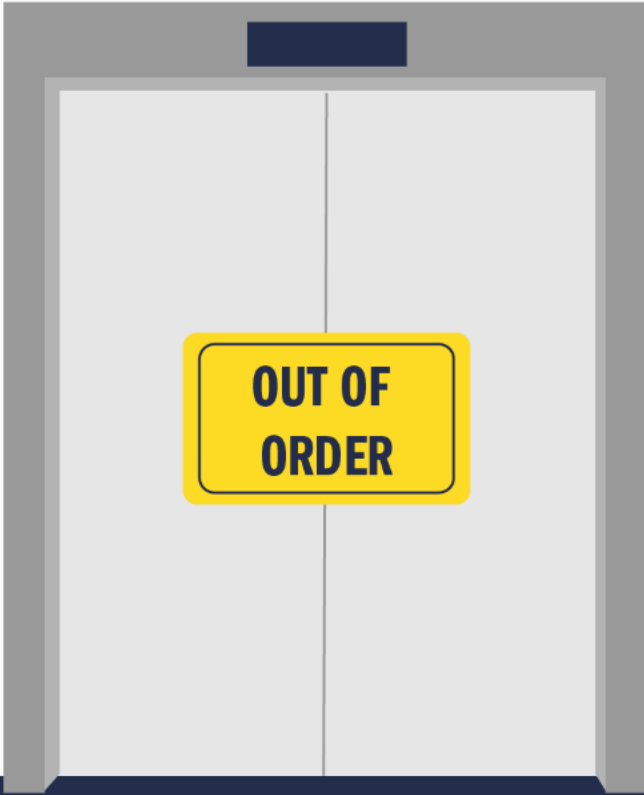


Survey sponsored by the UVA Staff Senate.

For more information on who the UVA Staff Senate is and what we do, please visit <https://staffsenate.virginia.edu/> or scan the QR code to the right →



DIVERSITY, EQUITY & INCLUSION



REPORT A BARRIER

Use the form to report physical infrastructure concerns such as



- Broken doors or elevators
- Unlit areas
- Unsafe walkways
- Fall hazards
- Missing handrails
- Non-operating lights

<https://reportabARRIER.virginia.edu/>

Report A Barrier

The University of Virginia is committed to equal access and the civil rights of people with disabilities. Barriers can include things like:

- an inaccessible website
- an inoperative elevator,
- a blocked access ramp,
- video without captions,
- or other lack of access to an event or program.

If you have encountered a barrier to access that is weather-related or involves maintenance in a University facility, please see additional reporting information found on the [More Information For Getting Help page](#) to assure the most timely response.

For all other barriers, complete the form at <https://reportabARRIER.virginia.edu/>. You may submit this form anonymously. *If so, you will not receive a confirmation of submission or subsequent follow-up information regarding the remediation efforts to remove the barrier.*

We will confirm receipt of your report, route the information provided to the appropriate department based on the type of barrier selected, and send remediation information to the email address you provide.

Submission of this form does not constitute a formal complaint, grievance, or request for academic or workplace accommodation. Its intent is to assist in identifying and addressing barriers to access. Thank you for helping in this endeavor.



let's celebrate!

Reasons to celebrate are all around us!

Here are some upcoming holidays this week, both fun and serious. Click on each to learn more.

May 26: [National Don't Fry Day](#)

May 27: [Nothing to Fear Day](#)

May 28: [National Hamburger Day](#)

May 29: [Memorial Day](#)

May 30: [National E-Bike Day](#)

May 31: [National Smile Day](#)

June 1: [Pride Month Starts](#)

WELLNESS

Memorial Day Safety Tips



Many folks will spend the upcoming Memorial Day weekend taking a road trip, having their first picnic of the season or enjoying that first dip in the ocean or pool. Follow these tips to stay safe and relish all the long holiday weekend has to offer:

DRIVING SAFETY

- **Be well rested and alert, use your seat belts, observe speed limits and follow the rules of the road.**
- **Designate a driver** who won't be drinking if you plan on drinking alcohol.
- **Avoid distractions such as cell phones.** Give your full attention to the road.
- **Use caution in work zones.**
- **Don't follow other vehicles too closely.**
- **Clean your vehicle's lights and windows** to help you see, especially at night. Turn your headlights on as dusk approaches, or during inclement weather.
- **Fill up: Don't let your vehicle's gas tank get too low.** If you have car trouble, pull as far as possible off the highway.
- **Carry a [Disaster Supplies Kit](#)** in your trunk.
- **Let someone know where you are going, your route, and when you expect to get there.**

GRILLING SAFETY

- **Always supervise a grill when in use.**
- **Never grill indoors** – not in your house, camper, tent, or any enclosed area.
- **Keep the grill out in the open, away from the house, the deck, tree branches, or anything that could catch fire.**
- **Make sure everyone, including the pets, stays away from the grill.**
- **Use the long-handled tools made for cooking on the grill** to keep the chef safe.
- **Use lighter fluid sparingly and stop once charcoals are lit.**
- **Always follow the manufacturer's instructions when using grills.**

WATER SAFETY

- **Make sure everyone knows how to swim.** Do your part, be water smart!
- **Adults: actively supervise children; stay within arm's reach of young children and newer swimmers. Kids: follow the rules.**
- **Enclose your pool and spa with four-sided, four-foot fencing and use self-closing, self-latching gates.**
- **Swim as a pair near a lifeguard's chair**—Everyone, including experienced swimmers, should swim with a buddy in areas protected by lifeguards.
- **Know what to do to help someone in trouble without endangering yourself: Reach or throw, don't go!**

Source: <https://at.virginia.edu/hxBgpe>

WELLNESS

CDC Releases Updated Guidance to Improve Indoor Ventilation

On May 11, CDC released [new recommendations for improving indoor ventilation and air quality](#). Proper ventilation can reduce transmission of infectious respiratory diseases and provide our community with another layer of protection against illnesses like COVID-19.

The United States Environmental Protection Agency (EPA) recognizes [viral COVID-19 particles can linger in the air after a sick person has left the room](#)—sometimes remaining airborne for hours. Because people can get sick from breathing in these droplets and viral particles, using protective ventilation strategies can prevent them from accumulating indoors. **Follow the strategies below to upgrade your ventilation system and reduce viral transmission:**

1. **Aim for 5.** Aim to deliver 5 or more air changes per hour of clean air to rooms in your building. This will help reduce the number of viral particles in the air. You may need to use a combination of ventilation (air supply, filtration, and air treatment) strategies to reach this target.
2. **Upgrade filters.** Use filters rated MERV-13 or higher, when possible. Using higher-rated filters in your heating or air conditioning system can remove more germs in the air than lower-rated filters.
3. **Turn your HVAC system “ON”.** Set your ventilation system to circulate more air when people are in the building. You can do this by setting the thermostat’s fan control to the “ON” position instead of “AUTO.” This will make the fan operate continuously but can increase fan energy use, so use only when needed.
4. **Add fresh air.** Bring more clean outdoor air into spaces by opening windows and doors and using exhaust fans. Even small openings can help.
5. **Add air cleaners.** Air cleaners (also known as air purifiers) filter air with high-efficiency filters that remove germs from the air. Choose one that’s the right size for your space.
6. **Install UV air treatment systems.** UV air treatment systems can kill germs in the air. They can also provide a high level of effective air changes per hour while using little energy.
7. **Use portable carbon dioxide (CO₂) monitors.** A portable CO₂ monitor can help you determine how stale or fresh the air is in rooms. Readings above 800 parts per million (ppm) suggest that you may need to bring more fresh, outdoor air into the space.

Source: <https://at.virginia.edu/mXwiOT>

Latest COVID-19 Vaccine Recommendations

- **Adults ages 65 and older and immunocompromised people can [get an additional bivalent COVID-19 vaccine dose as of April 19](#).**
- **Monovalent (original) COVID-19 mRNA vaccines will no longer be recommended for use in the United States due to the increased effectiveness of the bivalent vaccines.**

What has not changed:

- **CDC continues to recommend that everyone ages 6 years and older receive a bivalent mRNA COVID-19 vaccine.** Individuals ages 6 years and older who have already received a bivalent mRNA vaccine do not need to take any action unless they are 65 years or older or immunocompromised.
- **For young children, multiple doses continue to be recommended and will vary by age, vaccine, and which vaccines were previously received.**

COVID-19 vaccines remain widely available at local healthcare providers, pharmacies, and clinics throughout the area. [Information on BRHD vaccination clinics can be found on their website](#). Community members can also search for COVID-19 vaccine appointments throughout the state and country [using the national vaccine locator tool](#) or by calling 1-800-232-0233 (TTY 1-888-720-7489).

Source: <https://myemail.constantcontact.com/BRHD-Newsletter-4-21-2023.html?soid=1134059434350&aid=05KYE3i10cU>

OCCUPATIONAL TRAINING



FM JOB LISTINGS*

- R0048679 BAS Controls Assistant
- R0046919 Geospatial Space Technician
- R0046590 Utility Locator/Damage Prevention Technician
- R0046008 HVAC Mechanic or HVAC Senior Assistant
- R0044588 Metering Technician
- R0044386 Plumber Steamfitter
- R0041953 Drywall/Plasterer
- R0040954 Senior Welder for Utility Systems
- R0048323 Senior Trades Utility Worker
- R0045728 Quality Assurance Inspector
- R0048607 Finance Generalist
- R0048532 Instrumentation & Controls Technician
- R0048537 Senior Electrician
- R0047557 Finance Associate
- R0048165 Compliance Coordinator
- R0045925 Custodial Services Supervisor, Evening Shift, North Grounds Zone
- R0046102 Custodial Services Supervisor-- Multiple shifts available!
- R0047890 Senior Facilities Planner
- R0045816 Senior Pipefitter/Steamfitter
- R0048140 Fire Systems Assistant Technician
- R0047715 Landscape & Grounds Worker
- R0047982 Student Assistant, Geospatial Engineering Services (Student Wage)
- R0047607 Project Manager, Space and Facilities Planning
- R0047777 General Services Worker
- R0035502 Senior HVAC Mechanic, Night Shift, 6:00pm - 6:00am
- R0036614 Licensed Tradespeople (HVAC, Electrical or Plumbing)
- R0047662 Zone Maintenance Electrical Supervisor
- R0047706 CC&R Project Manager
- R0046368 HVAC Mechanic or HVAC Senior Assistant
- R0046046 Asbestos Abatement Supervisor
- R0036931 HVAC Mechanic
- R0047387 Instrumentation & Controls Technician
- R0047417 Mason - CC&R
- R0044445 Senior Welder for Utility Systems
- R0044377 Senior Electrician
- R0044371 Electrician
- R0046336 HVAC Mechanic
- R0047282 Construction Project Manager
- R0047048 IT System Support Engineer, Associate
- R0046146 Licensed Tradespeople (HVAC, Electrical or Plumbing), Weeknight/Weekend Day Shift
- R0046833 Instrumentation & Controls Technician
- R0035630 Geospatial Space Technician
- R0044253 HVAC Mechanic or HVAC Senior Assistant
- R0042051 Recycling Worker
- R0042542 Controls Engineering Technician/Senior Controls Engineering Technician
- R0045899 Landscape Manager
- R0045100 Carpenter Assistant
- R0036157 Historic Mason - CC&R
- R0042657 Carpenter - Construction & Renovation Services
- R0032242 Licensed Tradespeople (HVAC, Electrical or Plumbing), Weekday Evening Shift Monday - Friday 3:30pm to 11:30pm
- R0041976 Computer Help Desk Tech (Student Wage)

* As of 5/23/2023

Find Your Voice



Build confidence for your next speech or presentation!

Toastmasters provides a fun, safe, and supportive environment for you to practice public speaking. Along the way, you'll build a better you!

Participating in Toastmasters will allow you to:

- Improve your public speaking and communication
- Gain confidence when speaking in front of others
- Sharpen your leadership skills
- Enjoy a competitive advantage in your workplace



Facilities Management

Take charge of your future and join our club today.

Hoos Speaking
Weekly meetings on Wednesdays, noon-1 p.m. in person and online.

Email Narges Sinaki at ns4xq@virginia.edu to attend.

If you would like, please feel free to bring your lunch.