

# Safety and Health Management System Program 1100-1.0

## Associated OHS Leadership Process:

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## 1. Summary

### 1.1 Objective

The safety and health of the University of Virginia Facilities Management (UVA-FM) employees is our primary concern. This Safety and Health Management System Program outlines roles and expectations for the success of health and safety at UVA-FM.

### 1.2 Scope

The Safety and Health Management System Program does not take the place of specific or individual written programs or guides, but is meant to focus on the high-level expectations of all UVA-FM Employees.

## 2. Regulations & Other Requirements

### 2.1 Occupational Safety & Health Administration (OSHA)

The Safety and Health Management System Program complies with OSHA's Regulations, Standards and recommended Practices for Safety and Health Programs.

### 2.2 American National Standards Institute (ANSI)

The Safety and Health Management System Program complies with ANSI's Regulations, Standards and recommended Practices for Safety and Health Programs.

### 2.3 University of Virginia

The Safety and Health Management Systems Program complies with UVA requirements

## 3. Roles. And Responsibilities

A successful Safety and Health Program can only be achieved and maintained when there is active interest, participation, and accountability at all levels of the organization.

### 3.1 Facilities Management Occupational Health & Safety (FM-OHS)

Responsibilities of FM-OHS relating to Safety and Health Management System are to:

- a) Overseeing development, implementation and maintenance of the Safety and Health Systems Management Program.
- b) Provide and coordinate training with FM-Supervisors for new and existing employees.
- c) Provide training and resources for FM-Supervisors on health and safety expectations and responsibilities.
- d) Support Safety Committees and Focus Teams with guidance and resources.
- e) Conduct periodic documented work site surveys to identify and correct unsafe actions and conditions that may result in injury or illness.
- f) Investigate incidents to determine root cause and potential corrective actions.
- g) Near misses. A near miss is defined as unintentional in nature, and unsafe occurrence that could have resulted in an injury or fatality. Employees are expected to notify their supervisor of any near miss event and complete [Near Miss Reporting Form](#) . **Only use this form for incidents that did not result in an injury.**
- h) Develop, implement and maintain all supporting programs, guides, forms and any other relevant documents required for the successful execution of this program.
- i) Conduct noise, air and heat stress sampling when needed and provide solutions accordingly.

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- j) Implement the framework of the **Occupational Health and Safety Management System (ISO 45001:2018) and Quality Management System (ISO 9001:2015)** in the Safety and Health Systems Management Program to continually improve the program.
- k)

### 3.2 Facilities Management Managers and Supervisors

Responsibilities of FM-Supervisors and Managers relating to Safety and Health Management System Program are:

- a) Act as a leader at UVA by setting a good example by following all health and safety rules.
- b) Hold employees accountable to the expectations in the Safety and Health Management System Program and follow healthy and safe work procedures.
- c) Immediately address unsafe acts and conditions that could cause injury or illness.
- d) Immediately report all incidents to FM-OHS.
- e) Communicate and manage initial and follow-up actions and expectations with their employees when an incident (injury, accident, near miss) occurs.
- f) Assist in the investigation of all injuries and accidents to determine their root cause and potential corrective action. This includes closing corrective actions by assigned due date.
- g) Encourage employees to report unsafe conditions and behaviors. Be collaborative in the mitigation of these hazards.
- h) Train all new and existing employees in proper safety procedures and the hazards of the job by providing on-the-job training.
- i) Verify employee proficiency when assigning work requiring specific knowledge, special operations or equipment.
- j) Ensure employees receive the required Personal Protective Equipment (PPE) prior to starting work in which it is needed and that they are trained on the use of such PPE as well as how to maintain it.
- k) Hold regular Toolbox / Safety meetings with employees to communicate safe, consistent messages.
- l) Provide Safety Committee and Focus Team members the time and resources needed to attend meetings and work on projects.
- m) Effectively communicate health and safety expectations to all employees on your team.
- n) Set the example for safety and health in the workplace by following all rules and guidelines.
- o) Attend all health and safety training required for your team.
- p) Support employees in the development and use of Job Hazard Analysis (JHA) and use them to train employees on new tasks.
- q) Evaluate risk before starting or allowing employees to start a new job or task. Stop work if unsure of proper procedures or unable to proceed without adequately addressing identified risks.
- r) Ensure all employees on your team attend health and safety training and keep their training up to date.
- s) Stay current with health and safety expectations.
- t) Assist injured employees with doctor visits and consult visits as directed by the attending physician.
- u) Get all necessary paperwork to HR workers' compensation employee.
- v) Do not retaliate against employees that report a health or safety concern.
- w) Encourage employees to report health and safety hazards and work with them on mitigation strategies.
- x) Actively support the safety program.

### 3.3 Facilities Management Employees

Responsibilities of FM-Employees relating to Safety and Health Management Systems Program are:

- a) Actively attend their assigned Occupational Health & Safety Trainings.

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- b) Participate in Safety Committees, Focus Teams and Toolbox Talks as requested.
- c) FM Employees are responsible for working safely, both for self-protection and for protection of fellow workers.
- d) Understand and abide by all requirements in the Safety and Health Management System Program.
- e) If you are unsure of how to properly perform a task safely, ask your supervisor.
- f) Wear and maintain all required PPE for the task being performed.
- g) Report all injuries and accidents, no matter how minor, to your supervisor immediately.
- h) Report any safety hazards or defective equipment immediately to your supervisor.
- i) Report near misses.
- j) Fill out JHA for all tasks that do not have one.
- k) Stop work if unable to proceed in a safe manner or unsure of proper procedures and contact your supervisor.
- l) Follow all guidance and expectations in health and safety programs, guides and forms.
- m) If injured, follow all instruction from physician and provide work notes to your supervisor immediately upon receipt.

**4. Safety & Health Management System****4.1 Safety Communication****4.1.1 OHS Website**



The OHS Website provides FM employees with valuable information and resources for our programs, training, required forms, and safety committees.

**Occupational Health & Safety Website****4.1.2 Occupational Programs Weekly Wrap Up**

The Health and Safety Minute evolved from the combination of the Occupational Health & Safety Monthly Update for Safety Committees and the quarterly "OHS Minute". This publication covers activities of OHS, Safety Committees, and Focus Teams and is sent to FM-ALL on the first of the month. The frequency of publishing the Minute may increase as needed. It also identifies projects or issues that Safety Committees or Focus Teams are working on. It celebrates safety stars and safety champions, as well as other H&S accomplishments. Hazard alerts and information about timely topics is also provided.

**4.1.3 Social Media**

Bernie the Bee is UVA FM OHS official mascot created by the HSPP Safety Committee. Follow Bernie the Bee on Twitter, Facebook and Instagram for funny and useful health and safety tips. Also used for timely dissemination of information and updates to due to ever evolving information.

-  @BernietheBeeFM
-  @BernietheBee
-  @BernietheBeeFM

**Facilities Management**  
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Toolbox Talks are an effective method of communicating and engaging employees. They should be short in duration, be held on a regular basis and are designed to promote health and safety awareness and/or reinforce health and safety training on a specific topic.

FM Employees are expected to attend Toolbox Talks on a regular basis, and no less frequent than monthly.

A list of Toolbox Talk topics and resources can be found on the OHS Website: [Toolbox Talk - tips for a safe work environment](#)

**4.2 Training**

FM-OHS provides a wide range of health and safety training options to help sustain a healthful and safe working and learning environment. These training courses offered not only to meet numerous regulations, but also toward an effort to encourage health and safety throughout the entire University community.

Supervisors are expected to enroll employees in required training determined by job task and hazards they may encounter during tasks.

Supervisors should check and monitor for any recertification that are due using <http://bit.ly/FMOHSTraining>

Supervisors are expected to provide employees with the time, equipment and technology needed to attend training.

Employees that have not been trained or recertified by date due will be unable to perform tasks associated with the training. Any employee or supervisor that allows work to be performed in which they have not been trained or recertified has lapsed is subject to disciplinary action.

Supervisors are expected to assist employees who may need additional technology or are unsure of how to participate in a virtual training session.

Supervisors should provide hands on training and verify that employees can perform task. This should include periodic observations on Lock Out Tag Out (LOTO), confined space, JHA's, and Safety Data Sheet (SDS) for new chemicals being introduced. Supervisors should check for proficiency if there is a time lapse between training and execution of a task.

FM-OHS Training Calendar and Request form on the OHS Website: [OHS Training](#)

**4.3 Accountability**

FM Employees are expected to support efforts and actively participate to provide a healthy and safe work environment. This includes maintaining the qualifications, certification, licensure and/or training requirements for their positions, reporting incidents immediately and following procedures in specific Health and Safety Programs to include required PPE for each task.

All FM employees are expected to stop work if an unsafe work condition is identified and immediately contact their supervisor.

Any corrective and disciplinary actions administered will be administered in accordance with the [Standards of Conduct](#).

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#### 4.4 Injury and Illness Reporting

FM Employees involved in a workplace injury/illness must:

- a) Report the incident immediately to their supervisor.
- b) If needed, immediately seek medical treatment. You can go to the emergency room or select a doctor from the Panel of Physicians.
- c) Complete the electronic Incident Report and Panel of Physicians forms. The online form can be found on the FM OHS Web page [Workers Compensation/Accident-Injury Reporting Portal](#) .
- d) Communicate any medical updates to your supervisor immediately upon receipt and cooperate with nurse consultants and return-to-work efforts.
- e) Failure to notify and complete forms as soon as possible may result in denied claims.
- f) Schedule and attend all follow up visits and consultation appointments as directed by physician.

FM Supervisors are required to:

- a) Report all injuries/illnesses even if the employee does not require or refuses medical treatment.
- b) Offer medical treatment to the employee using a doctor from the UVA Panel of Physicians.
- c) Immediately report the incident to FM-OHS at 434-297-6379 or [fm-ohs@virginia.edu](mailto:fm-ohs@virginia.edu). Any delay in reporting to FM OHS may cause the workers compensation claim to be denied.
- d) Assist employee in completing the electronic Incident Report [Workers Compensation/Accident-Injury Reporting Portal](#) .
- e) Complete the supervisor portion of the email. You will receive an email with instructions and link once the employee submits their portion.
- f) When completing the supervisor portion, answer ALL questions with as much detail as possible. This includes what can be done differently to prevent this type of injury from happening in the future.
- g) Take pictures of the area incident occurred and/or equipment used as soon as possible following the incident.
- h) Determine when to call EMS (911).
- i) Immediately submit any medical updates to FM-OHS. Employees are expected to provide a work note/documentation for each medical visit.
- j) Supervisors are expected to notify their management chain if they cannot accommodate any restricted or light duty.
- k) Allow injured employees that are on restricted duty the time to attend follow up visits and referral appointments.
- l) Complete all corrective action items by the date due. Email [fm-ohs@virginia.edu](mailto:fm-ohs@virginia.edu) or the OHS Representative completing the investigation when action items are completed.
- m) Reach out to OHS if assistance is needed for hazard mitigation.

#### 4.5 Safety Committees

Safety committees are comprised of groups of employees who want to contribute and influence the safety, health, and well-being of their co-workers, as well as the continued success of health and safety at UVA. The safety committees will regularly bring employees and management together in a cooperative effort to communicate and to promote occupational health and safety at UVA Facilities Management.

These committees will create an opportunity for health and safety improvements. They will represent a joint effort to detect and correct workplace hazards, with the goal being to reduce injuries and illnesses, prevent fatalities, and increase health and safety awareness through education and training. These committees should be visible and approachable for discussions of health and safety concerns and suggestions.

Designated Safety Committees are:

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- Zone Maintenance
- Landscaping and Recycling
- Health System Physical Plant (HSPP)
- Energy and Utilities
- Construction and Renovation Services (CR&S)
- Custodial Services – Coming Soon
- Project Managers – Coming Soon
- Administrative – Coming Soon

#### 4.6 Focus Teams

Focus Teams are small groups of FM Employees and Supervisors selected based on their knowledge and experience of the safety subject matter.

Current Focus Teams are:

- Electrical
- LOTO
- Roof Asset Management Program (RAMP)
- Hoist & Rigging – Coming Soon
- Confined Space – Coming Soon

#### 4.7 Recognition

A positive attitude will go a long way when you want others to understand and support Occupational Health and Safety. It is important to recognize those who are taking proactive steps to create a healthy and safe work environment. All FM employees can nominate an employee for Safety Star and Safety Champion.

##### 4.7.1 Safety Stars

Recognition of an individual (or individuals) who exhibited a safe behavior or identified an opportunity for a safety improvement to promote a healthy and safe work environment.

##### 4.7.2 Safety Champions

Each month, UVA FM recognizes a Safety Champion that contributes a sustainable improvement to the continual FM Culture of Safety. Any FM employee can be a Safety Champion. Although all of our Safety Champions have contributed something different to FM or UVA as a whole, Safety Champions in general lead by example, speak up for safety and start conversations about safety, and are willing to learn and promote new ideas to keep themselves and their colleagues safe. They proactively identify serious hazards, taking the initiative to find a solution and increase safety awareness across FM through exceptional leadership.

##### [Nominate a Safety Champion](#)

#### 4.8 Professional Development

##### 4.8.1 Workday Learning

[Workday Learning](#) provides access to both digital and live classes and events across grounds.

#### 5. Review and Recordkeeping

##### 5.1 Program Review



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The Safety and Health Management System Program will be reviewed and updated at least annually.

**5.2 Program Recordkeeping**

Records of the Safety and Health Management System Program will be considered obsolete when the new version is issued.

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Toolbox Meeting or Toolbox Talk is an informal group discussion that focuses on a particular safety issue. These tools can be used daily to promote department safety culture as well as to facilitate health and safety discussions on job sites.

Job Hazard Analysis (JHA): A job hazard analysis is a technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment. Ideally, after you identify uncontrolled hazards, you will take steps to eliminate or reduce them to an acceptable risk level.

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EMS	Emergency Medical Services
FM	Facilities Management
FM-OHS	Facilities Management Occupational Health and Safety
ISO	International Organization for Standardization
JHA	Job Hazard Analysis
LOTO	Lock Out Tag Out
OSHA	Occupational Safety and Health Administration
PPE	Personal Protective Equipment
UVA-FM	University of Virginia-Facilities Management

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**Appendix C.1: Resources**

[OSHA's Recommended Practices for Safety and Health Programs](#)

[General FAQs](#)

[Injury Related FAQs](#)

[Personal Protective Equipment - PPE FAQs](#)

[OHS Training](#)

[OHS Programs](#)

[FM-OHS Forms](#)

[Toolbox Talk Tips](#)