

Welcome to the new “Health & Safety Minute”. 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. For more info, email fm-ohs@virginia.edu

HAZARD ALERT: Occupational Noise Exposure

Exposure to high levels of noise can cause permanent hearing loss. Neither surgery nor a hearing aid can help correct this type of hearing loss. Short term exposure to loud noise can also cause a temporary change in hearing (your ears may feel stuffed up) or a ringing in your ears (tinnitus). These short-term problems may go away within a few minutes or hours after leaving the noise. However, repeated exposures to loud noise can lead to permanent tinnitus and/or hearing loss.



How loud is too loud?

Rules of thumb:

- You have to shout to communicate at a distance of three feet /an arm’s length away from your coworker.
- You notice that speech and other sounds are muffled for several hours after your work shift.
- You notice that sounds develop ringing in your ears after your work shift.

Occupational Safety and Health Administration (OSHA) Regulation

OSHA sets legal limits on noise exposure in the workplace. These limits are based on worker’s time weighted average over an 8-hour day.

Permissible Exposure Limit (PEL) is 90 dB, it is the level where controls need to be put in place to reduce employee exposure.

Action Level (AL) is 85 dB, it is the level where employees are placed into a Hearing Conservation Program and noise monitoring is conducted and controls are explored.

Noise Levels Examples

Pneumatic drill = 130 dB	Air handler = 91 dB
Radial arm saw = 120 dB	Mower = 90 dB
Generator = 103 dB	Chiller = 87 dB
Strobic fan = 94 dB	Office space = 50 dB

Do you remember the beautiful Special Trades’ OHS poster” We are FAMILY 1 FM “? At Facilities Management everybody is accountable for everybody! If you have any concern about occupational noise exposure at work for yourself or your coworker, please contact FM-OHS at fm-ohs@virginia.edu or submit a [Noise Monitoring Request Form](#).

SAFETY STARS AWARDED

January 2019:

Safety Stars are a way for anyone to recognize doing the right thing or taking an extra step to make UVA FM a safer workplace.



Safety Stars awarded by Safety Committee:

- Custodial Services 1
- Project Services 2

Thank you to these Safety Stars!

Nominate a Safety Star: FM-OHS@virginia.edu

NEW Process for Safety Shoes & Winter Boots:

Effective *immediately*, there is a new process for the shoe program:



- OHS will no longer be sending the email telling supervisors of employee eligibility.
- As always, it is the supervisors’ & employees’ responsibility to submit the shoe request through the shoe request portal.

Submit a safety shoe/winter boot request: <http://bit.ly/FMOHSprog> (under Red Wing Shoe Program)

REMINDER: Winter boots will only be stocked on the shoe truck through February 19th!

New Committee Members!

If safety is your passion and you would like to get more involved to support one of Facilities Management’s Core Initiatives, please send an email to FM-OHS@Virginia.edu.

We are happy to start our safety journey with you!

FEBRUARY IS

PPE Month

OHS will be focusing on proper PPE this month!

Email FM-OHS@virginia.edu if you have any questions about PPE requirements for your job.



WHERE is Occupational Programs?

The FM-Occupational Programs department houses three important FM programs:

- **The Apprenticeship Program**, headed up by Brian Shifflett and assisted by Cynthea Wagner. This team is located on the second floor of Lacy near the Lock Shop.
- **Occupational Training** (formerly Training & Development). This group is made up of Julie Thomas, Elizabeth Campbell, and Sarah Ditulli. This team helps facilitate the growth and professional development of FM employees. They are located on the second floor of Lacy Hall adjacent to the Apprenticeship Team.
- **Occupational Health & Safety** oversees safety training for FM employees, provides ergonomic assessments, air and noise sampling as requested, respiratory fit testing, and conducts incident reviews when an employee is injured or faces a workplace hazard. This team is located in the lower level of Skipwith Hall and is made up of Trey Dean, Bobby Glenn, Narges Sinaki, and Bonnie Hockins.

Supporting these teams are Linda Resco, Samantha Whalen, and Liz Burnett, who coordinate trainings, create documents, and manage recordkeeping, among the many other tasks needed to ensure the department operates smoothly.

HEALTH & SAFETY TRAINING

2019 TRAINING DATES POSTED!

View on the OHS website at <http://bit.ly/FMOHSTraining>

COMING SOON! Updates to **Fall Protection Training**. OHS is expanding the content and bringing the training in-house! It's never a bad time to sign up for a refresher in this course.

Anyone who has had **Lead in Construction** training will soon receive notification to complete an online **Lead Refresher**. This is a quick training to keep you up to date!

CHECK OUT the updates to the Training page on the OHS website! Now with an improved course regulations & guidelines area, updated course descriptions, and required co-requisite classes. <http://bit.ly/FMOHSTraining>

SPECIAL THANK YOUS from OHS:

- Special thanks from the OHS Training team to **everyone who has completed their Asbestos Refresher Training!** If you have not completed yours OR have any questions, email FM-OHS@virginia.edu
- Thank you to everyone who continues to respond to their calendar invitations and attend their assigned training classes. **Your response and participation is key to the success of our training program**

To Register for Training:

Your supervisor must email FM-OHS@virginia.edu.

Be sure to include the following:

- Class(es) requested
- Employee first & last name
- Computing ID (ex: mst3k)
- Preferred date, if desired
- What are your typical working hours?

• All FM-OHS training courses are provided to Facilities Management employees at no charge.

• However, an 'accept' or 'decline' response to the calendar invitation is mandatory within 3 business days.

• Failure to provide a reason for decline, failure to respond, and failure to show-up for an assigned training class will result in a no-show charge of \$75 to your shop for each occurrence.

Calendar invites for training classes must be accepted or declined within 3 days of receiving them! This allows OHS to adequately prepare and plan for our training.

WIN! WIN! WIN!

OHS announces quarterly drawings for your help with creating a safe workplace!

Employees nominated as Safety Stars, following [@BernietheBee](#) or reporting Near Misses will be entered to win a quarterly drawing for either a Yeti-style coffee tumbler or a lunch cooler (winning employee's choice).

Nominate a Safety Star by emailing fm-ohs@virginia.edu.

Report a Near Miss at <http://bit.ly/FMNearMiss>

Near Misses are incidents or near-incidents that did not result in injury/first aid.

Find Bernie on [Facebook](#), [Twitter](#), and [Instagram](#)!

OCCUPATIONAL TRAINING UPDATE

10-Minute Power Tools: The 10 Minute Power Tool resource has been created as a library of brief training exercises that any manager/supervisor can utilize to introduce or reinforce concepts in staff meetings. Each exercise is intended to support such competencies as Accountable for Results, Balanced Decision

Making, Develop Self & Others, and encourage Diversity and Respectful Workplace conduct. Exercises have been designed to take approximately 10 minutes to complete with a group. One new power tool will be sent every month to further develop our supervisors.

Basics of AiM: A new course covering the basics of using Aim will be available twice a month beginning February 7.

ESL: FM's partnership with the Center for American English Language and Culture (CAELC) at the University of Virginia continues to grow stronger. Not only did we just complete our first year of participation in ESL Conversational Coaching Sessions, members of FM also teamed up with CAELC team members to offer additional Workday training and support to English Language Learners. The one-on-one ESL coaching sessions are open to any English Language Learners who are currently employed with Facilities Management – temp or full-time employees – and focus on general conversation skills as well as specific tasks or communications shared by supervisors with CAELC. The ESL Conversational Coaching sessions resume February 12, 2019.

Progressive Discipline Overview: In partnership with UVA HR Employee Relations, Occupational Training will offer Supervisors/Managers this workshop to build skills in the management and application of employee discipline - while strengthening the organization through the strategic relevance of existing policy.

Written Notice Writing Workshop: In partnership with UVA HR Employee Relations, Occupational Training will offer Supervisors/Managers this workshop that goes through the process of data collection, analysis and policy interpretations in an upbeat and stress-free environment

1st year Apprentice Written Communication Coaching: In Partnership with the Curry School of Education, 1st year apprentices will receive work related writing skills to further advance their communication skills. This training is scheduled to begin the first week of February.

Occupational Training can be found on the second floor of Lacy Hall or by emailing fm-training@virginia.edu

2019 EVENTS

March 21st: Safety Committee

Training—Safety Committee members, mark your calendars! More details will be available soon. ***All committee members are expected to attend.***

April 18th: FM Safety Summit

will focus on the BEST Program: *The Department of Labor and Industry's Virginia Occupational Safety and Health (VOSH) program and the Associated General Contractors of Virginia (AGCVA) have established a strategic partnership entitled "Virginia BEST" to improve best practices, compliance efforts and accident prevention on construction worksites through recognizing the outstanding efforts of exemplary construction employers.*

APPRENTICESHIP PROGRAM UPDATE

The University of Virginia Facilities Management's award-winning Apprenticeship Program is excited to announce that it will be accepting applications for the program beginning February 1, 2019. Apprentices at UVA FM spend four years learning a skilled trade through a combination of on-the-job training, technical education, and classroom instruction. On-the-job training is conducted with licensed journeymen, mentors, and supervisors who ensure the highest-quality training in state-of-the-art University and Health System facilities.



Applicants must be high school graduates or hold an equivalent General Educational Development (GED) certificate. Additionally, applicants must be able to meet the physical requirements for their prospective trades. All UVA FM apprentices are full-time University employees with salary and benefits. The UVA FM Apprenticeship Program is recruiting for HVAC, electrical, plumbing, and sheet metal trades apprentices for 2019. Previous experience in the trades are not required. Applications will be accepted online at <http://jobs.virginia.edu>.

Prospective applicants can meet current apprentices, graduates of the program, and members of the UVA Facilities Management team at the Apprenticeship Job Fair on Wednesday, March 6, 2019 from 9-11 a.m., held at UVA's Alumni Hall, 211 Emmet Street South in Charlottesville. This is an informational job fair only, with several local businesses participating. Interviews will not be conducted on this day.

Established in 1982, the Apprenticeship program offers highly-motivated applicants an opportunity to learn a skilled trade through a combination of on-the-job training, technical education, and classroom instruction in a four-year program. This program was the first of its kind to be established by a state agency in Virginia and has served as a model for other programs. In addition to the success and longevity of the program, Facilities Management is proud that a majority of apprenticeship graduates choose to make a career at the University.

For more information about the Apprenticeship program & the job application process, visit <http://apprenticeship.fm.virginia.edu>. The University of Virginia is an equal opportunity and affirmative action employer.

Have you seen the Apprenticeship Takeover?



UVA Apprentices have been “taking over” the Apprenticeship Social Media accounts on alternating weeks! ([@UVAApprentice](https://twitter.com/UVAApprentice) on Twitter, Facebook, and Instagram) to give everyone an inside look at life in the trades at FM. Check it out!

Find them here:

- <https://twitter.com/UVAApprentice>
- <https://www.facebook.com/UVAApprentice/>
- <https://www.instagram.com/UVAApprentice/>

OHS Monthly Safety Initiatives

FM's Occupational Health and Safety Department will be focusing on one safety initiative each month of 2019. Safety Committees are encouraged to add this to their agendas, think about it as a theme for their safety posters, and conduct toolbox talks related to the theme. Please do not hesitate to be in touch with FM-OHS@virginia.edu if you have any questions!

<u>Month</u>	<u>Topic</u>
January	Electrical ✓
February	Personal Protective Equipment (PPE)
March	Ladders
April	Safe Lifting & Materials Handling
May	Fall Protection
June	Heat Stress
July	Housekeeping
August	Worksite Control
September	Confined Space
October	Hazard Communication (HazCom)
November	Machines & Tool Guarding
December	Slips, Trips, & Falls

IMPORTANT LINKS:

- **OHS Homepage:** <https://www.fm.virginia.edu/depts/ohs/index.html>
- **Safety Shoe Request link:** <http://bit.ly/FMOHSprog> (under Red Wing Shoe Program)
- **NOMINATE a Safety Champion:** <http://bit.ly/SafetyChamps> (at top)
- **NEAR MISS FORM:** For incidents or near-incidents that did not result in injury/first aid: <http://bit.ly/FMNearMiss>
- **INCIDENT REPORTING FORM:** For incidents resulting in an injury/first aid: <http://bit.ly/FMAccidentRpt>

OCCUPATIONAL HEALTH & SAFETY COMMITTEE UPDATES

It's easy to call the FM Occupational Health & Safety department simply "Safety". This is a reminder that OHS and OHS Committees are actually committed to Occupational Health AND Safety for all of UVA FM. Occupational safety identifies and mitigates safety hazards that can cause injury and/or illness. Whereas, occupational health is more proactive and seeks to improve employees' health and well-being at work through initiatives like ergonomics, stretch & flex, and industrial hygiene, which includes respirators, noise, air and noise sampling, bloodborne pathogens, chemical exposure, ventilation, and more!

The Landscape & Recycling Occupational Health & Safety

Committee is putting together a set of snow plow tips. These will be shared with FM soon!

This committee has also been exploring types of polarized safety glasses for use in snow and other bright conditions to enhance their ability to see, thus improving jobsite safety.

If you have PPE questions or suggestions, please reach out to OHS at fm-ohs@virginia.edu.

THANK YOU from Occupational Health & Safety

Representatives from James Madison University's Office of Risk Management visited UVA FM last month to see how OHS shapes FM's culture of safety. We were proud to show off the outstanding contributions of FM employees with the FM-OHS committees, Focus Teams, safety training, and much more!

Thank you to everyone who made time to join us and to all FM employees that make safety at work a priority!

RECAP: Quarterly Meeting of the OHS Committee Chairs

The Occupational Health and Safety Committee Chairs met in January to review accomplishments of the nine OHS Committees from across FM. This group, chaired by Benji Boatwright (Project Services) and Zach Carter (HSPP), reviewed the Safety Poster schedule, committed to sending an OHS committee representative to each FM Employee Council meeting, reviewed and discussed FM incident data. Each committee chair reviewed their committee's goals and achievements, including the following:

- **Project Services'** committee moved to update the scaffold policy to include that netting should be ordered/ provided for all scaffold requests to ensure that it is always set up and available.
- **Health System Physical Plant (HSPP)** has been focusing on updating buildings that have conditions that were been grandfathered in but are not up to code regarding to ladders, steps, etc.
- **Custodial Services** has begun working on developing their safety poster for 2019, is discussing potential for developing equipment-specific trainings, and is working with leadership to identify a list of restricted-duty job functions and tasks that can be done based on which restrictions are placed on an injured and/or recovering employee.
- **Landscaping & Recycling** is Improving focus on day-to-day operations, utilization of safety belts, refraining from cell phone use while operating vehicles, and getting their employees ready for the upcoming spring.
- **Special Trades** is encouraging employees to nominate Safety Stars and Safety Champions as this is a great tool to recognize employees for safe work practices
- **Zone Maintenance** is working on addressing commitment and attendance within the committee to encourage member involvement and engagement
- **Facilitates Planning & Construction (FP&C)** has recently had several new members join
- **Energy & Utilities (E&U)** is focusing on engineering controls review at the Heat Plant regarding fly ash to decrease employee exposure and risk to eye injuries.

Other highlights included the recognition of last quarter's Safety Champions and outgoing committee chairs. FM CFO Don Sundgren extended an invitation to Benji and Zach to attend an upcoming Directors Meeting and speak towards the OHS committee process and commitments regarding safety.

Thank you to all the hardworking committee members and chairs!

More Information on Personal Protective Equipment (PPE)

- **UVA FM PPE Program [PDF]:** <http://bit.ly/FM-OHSPPEProgram>
- **UVA FM Preferred PPE [PDF]:** <http://bit.ly/FMPREFERREDPPE>
- **OSHA's PPE Requirements:**
<https://www.osha.gov/SLTC/etools/eyeandface/employer/requirements.html>
- **OSHA's PPE Fact Sheet [PDF]:**
https://www.osha.gov/OshDoc/data_General_Facts/ppe-factsheet.pdf

Personal Protective Equipment

Personal protective equipment, or PPE, is designed to protect workers from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards. Besides face shields, safety glasses, hard hats, and safety shoes, protective equipment includes a variety of devices and garments such as goggles, coveralls, gloves, vests, earplugs, and respirators.