

November's focus is ***Machine Guarding***

Machine Guards Protect You From:

- Point of operation hazards
 - Nip points
 - Rotating parts
- Flying chips or sparks

Five Key Safety Areas Regarding Moving Machinery

1. Training & Competency

All personnel assessing, isolating, or immobilizing access controls of machines must be trained, competent, and authorized.

2. Safe Access

Written procedures should be created and followed. Job Hazard Analyses (JHAs) should be conducted regularly and always at the start of any non-standard work or in an abnormal environment.

3. Guarding & Signage

Guarding must provide an effective barrier between people, hazards, and equipment. Signage must provide information about hazards and risks.

4. Isolation & Immobilization

Isolations must be physically locked out and tagged out for the safety of the personnel performing servicing or preventive maintenance.

5. Roles and Responsibilities

Roles and responsibilities must be clear for all functions. Supervisors & managers must set and check standards. They must act as role models and be personally involved in safety reviews. All training, competency checks, and performance records must be maintained and updated. *Email FM-OHS for a copy of your shop's training record.*

HOOSWELL: Flu Shots 2019

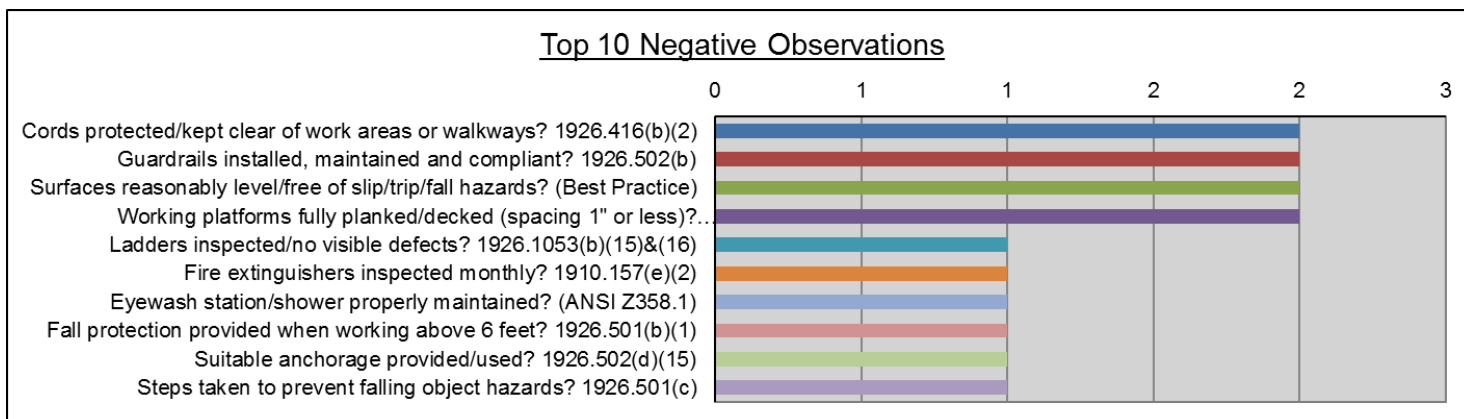
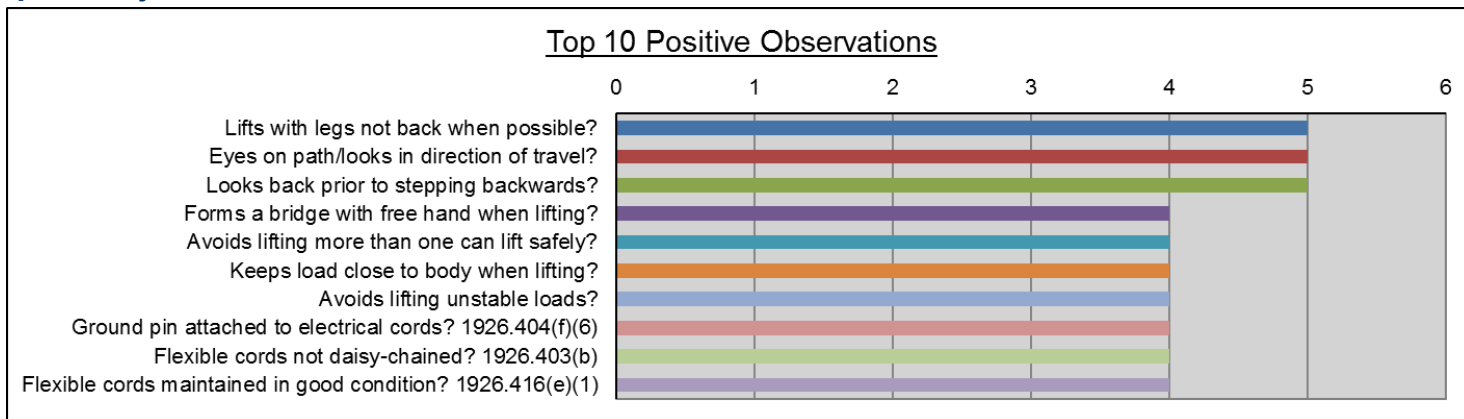
| Date | Time | Location |
|----------------------------|--------------------|---|
| Tuesday, November 5, 2019 | 7:00 AM to 6:00 PM | Education Resource Center Conference Room A, 2nd Floor |
| Tuesday, November 19, 2019 | 7:00 AM to 6:00 PM | Education Resource Center Conference Room A, 2nd Floor |

Hazard Alert – Ladders

In the past 30 days, two FM employees have been injured in a fall from a ladder. **Falls from ladders, both in the occupational and non-occupational settings, often result in significant injury.** Simple safety measures can prevent a majority of falls:

- **Inspect** before each use: tag “out of service” if broken and **call Vic Martin with UVA Recycling to have the ladder properly disposed of: 434-566-7020**
- Ensure the ladder stickers are legible. *Contact OHS if you need guidance on replacements.*
- **Face** the ladder when going up or down
- **3 points of contact** when going up or down
- Ladder must extend **3 feet above** the point of support
- **Guard doors** that are blocked by ladders
- **Use approved ladders only:** no boxes, furniture, chairs, etc.
- **Do not sit or stand on the top 2 steps**
- **Do not over-reach** outside the ladder
- **Do not attempt** to move a ladder while on it
- **Do not use** a folded A-frame ladder as a single ladder
- **No wooden ladders** are to be used. *Construction sites and electrical work should use fiberglass ladders only.*
- **Don't get creative** with ladder setup
- **Use the right ladder for the job.** *Contact OHS if you have any questions.*

Top Safety Observations for October 2019



See more on page 5.

OCCUPATIONAL HEALTH & SAFETY TRAINING:

View on the OHS website:

<http://bit.ly/FMOHSTraining>

OHS Class Request Form:

<https://at.virginia.edu/2EePKxW>

- 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.
Supervisors will be notified of an employee's decline or missed attendance in assigned training sessions. Declining an assigned training will result in the inability of the employee to perform the work; and if an employee performs work for which they have not been trained or re-certified, they will be subject to disciplinary action.

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
- Your typical working hours

November Safety Champion: Vic Martin from UVA Recycling



Vic Martin is UVA FM's November 2019 Safety Champion. He was nominated and selected as Safety Champion due to the steps he's taken to support his employees and create a safer working environment. Most recently, after a near miss, Vic worked with FM-OHS to create a standard operating procedure (SOP) for the proper handling and disposal of wooden pallets. (View the full SOP on the following page.) Vic's initiative in taking extra steps to create an SOP and educate his employees is a great example of a supervisor demonstrating leadership, supporting safety initiatives, and encouraging employees to work safe. Thanks, Vic, for creating a culture of safety in your workplace!

Ergonomics Update

Welcome back to Sam Whalen, who completed her Industrial Ergonomics Training in October!

She spent a week learning methods of evaluating industrial and trades-specific work tasks and the space in which they're performed to implement control measures designed to remove or reduce ergonomic risks. This will ensure that employees work safely and comfortably while maintaining both quality and productivity. Email FM-OHS to find out more: FM-OHS@virginia.edu

NEW! Safety Apps!

You may have noticed a couple of new(ish) additions to your FM mobile phone screen. (Special thanks to FM-IT!)



You can now access chemical Safety Data Sheets (SDS) right from your phone screen! Look for the SDS icon & log in through your Netbadge. To add to your personal phone, simply bookmark www.ehs.virginia.edu/msds. The SDS contains detailed chemical information, including first aid and accidental release measures. It is especially important to have rapid access to this resource if you work regularly with any chemicals, paints, cleaners, etc.

Safety Obs was added to all FM phones this summer as an easy way for FM employees to report hazards and recognize positive safe behaviors. It even has an anonymous reporting feature. How to sign in:

1. Open the Safety Obs App on your phone/iPad. FM-IT should have already added it to your added it to your phones. If not, download it on the App store.
2. Enter your UVA email address (with your UVA computing ID -- no email aliases) in the username field on the page that opens when you first open the app.
3. Select the "Reset Password" link below the username field -- Safety-Reports.com will email a "Password Reset" to your email address that was entered in step 1 above.
4. Follow the instructions for password reset.
5. After your password is reset, you will receive an four-character access code via email.
6. Return to the app once your password is created to enter the code & login.





Facilities Management

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November 01, 2019
To University of Virginia Departments

Work safely with pallets

Working with pallets can present hazards for workers. All university departments include health services, athletics, and other departments not related to Facilities Management must consider the following precautions when dropping off pallets to University of Virginia Recycling/Sort Facility @ 2456 Old Ivy Road.

Considerations before dropping off pallets to the Sort Facility:

- Inspect every pallet for any defects such as loose nails, loose boards, splinters, cracks or weaknesses. Discard or repair any pallet that has defects.
- If you have a large load of pallets please contact Victor Martin by phone (434-566-7020) or by email (vem8n@virginia.edu).

Considerations at the Sort Facility:

- All 4 x 4 pallets need to be taken to the front of the sort facility building.
- Upon arriving at the site, get in contact with Nicholas Gentry (Lead Point of Contact for Victor Martin). Call: 434-531-9638 Nicholas will show you where the pallets will be stored.
- If you have a large load (ten or more), Nicholas Gentry can unload them for you with the forklift.
- If you have a small load (under ten), you will need to off load them to the designated area.
- When stacking pallets, you should be standing on the side, and placing each pallet on top of each other (not throwing them). Stacking them in flat, stable piles no higher than four feet.
- Use the two people lift method when stacking pallets above chest level of the shortest person/crew member, or ask Nicholas Gentry to use the forklift to stack them.
- Always make sure that any loose boards or chips of wood are thrown into the brush roll-off (Construction, Demolition and Debris Container).
- All pallets over four feet need to be put in the brush roll-off to include all broken pallets.

Safety Focus:

- The loading, unloading of pallets should be done with care.
- Exercising proper lifting techniques (Lifting with the knees, not the back) should be considered as paramount to safe handling and distribution of property/material.
- All proper personal protective equipment (PPE), should be worn while loading, unloading, and storage of pallets (Gloves, safety glasses, safety shoes).
- Always report any loose debris laying on the ground or on top of pallets before proceeding with your work (Contact Lead Contact at Site).

Thank you for your attention to this matter.

References:

UVA Recycling, <https://www.fm.virginia.edu/programs/recycling.html>
The official Magazine of the National Safety Council Congress & Expo
<https://www.safetyandhealthmagazine.com/articles/work-safely-with-pallets-2>

2020 Shoe Dates Now Online!

View the latest updates to the shoe program online at <https://at.virginia.edu/321zMBj> [pdf].

FM no longer refers to shoe issue date to determine eligibility. FM has found that the shoe life varies among trades and departments. To better serve those that need shoes more often or less frequently, employees & supervisors must request replacement shoes via the online request form no later than 7 days before the scheduled shoe truck visit. It is the supervisor's responsibility to ensure their employees are in compliance with their safety shoes and other PPE. Eligible employees will use their UVA ID badge or the physical voucher to pick up shoes at the truck.

Vouchers are back! Red Wing has updated their billing system to bring back the voucher system. Vouchers will be received by the employee via email and/or text if they have an FM mobile phone. Emails will come from no-reply@redwingbusinessadvantageaccount.com and include a link to download a PDF voucher (example at right).



Texts will come from (651) 371-7971 and include a code that's scannable on the truck, as well as a link to the PDF voucher.

View PPE FAQs here:

<https://at.virginia.edu/2Sw5dz2>

Just some of the things Occupational Health & Safety was up to last month:

6 Safety Surveys
161 positive observations
&
20 negative observations
(top subjects listed on page 2)

Additionally: ■ **10 Safety Obs. submitted** ■ **5 site visits** ■ **5 Fall Protection/Roof assessments** ■ **1 ladder concern** ■ **1 First Aid review** ■ **1 confined space assessment**

The image shows a 'RED WING SHOES' voucher form for the University of Virginia Physical Plant. The form includes fields for Initial Value (\$125.00), Employee Name (Bernie the Bee), and Voucher Code (5a17f1be). It also contains a 'PROGRAM SUMMARY' table with details on program name, type, and payroll deductions. A signature line and date field are at the bottom. To the right, a smartphone screen displays a text message with a QR code and the same voucher code and details, along with a link to the voucher forms.

UVA Wellness Resources:

- **Community Resource Services:** Stuart Munson became HR's first community resource specialist earlier this year. He shares information about the free, confidential services available to UVA employees. **See more about community resource services>>** <https://hr.virginia.edu/benefits/community-resources-service-uva>
- **Faculty Employee Assistance Program (FEAP):** The new community resources position works closely with FEAP. All UVA employees, their families, and retirees may use FEAP's free, confidential services. **Learn more about FEAP>>** <https://uvafeap.com>

Don't Let Autumn be your DownFALL!

Unexpected Leaf Hazards

Autumn leaves can be possible slip and fall situations for pedestrians, and when they get into the streets and get wet, they become serious hazards for drivers too. Be on the lookout for these!

Daylight Savings Time Ends

With the end of daylight savings time comes an increase of darkness around the time of rush hour, when traffic is at a peak and many are making our way home from work. Drivers aren't used to the decreased visibility – nor are pedestrians, who might take chances crossing roads when they shouldn't. Use your headlights and be aware!

NEW! Respirator Fit Test Protocols

OSHA has released Faster Fit Test Protocols! Below are the highlights of the new protocols and resources.

FM-OHS immediately updated the respirator fit testing equipment, PortaCount to implement new protocols for FM employees' convenience.

OSHA has announced changes to their Respiratory Protection Standard (29CFR 1910.134, Appendix A)

- ⇒ U.S Department of labor approved New Respirator Fit Testing Protocols to Protect Workers from Airborne Contaminants and the rule became effective September 26,2019
- ⇒ From **October 25, 2019** FM employees have been fit tested with the new fit testing protocols.
- ⇒ Fit Testing now at the SPEED of LIFE, the best Fit Test is now the FASTEST.
- ⇒ The respirator fit testing process is now FASTER and more streamlined.
 - ◆ Instead of eight exercises, the new rules require four exercises.
 - ◆ Total fit test time is reduced from 7:15 minutes to 2:29.
 - ◆ Mask sampling time is 25% faster.

OSHA1910.134- Appendix A- Table A-1 Modified Ambient Aerosol Condensation Nuclei Counter (CNC) Quantitative Fit Testing Protocol for Full Facepiece and Half-Mask Elastomeric Respirators

| Exercises ¹ | Exercise Procedure | Measurement procedure |
|--------------------------|---|--|
| Bending Over | The test subject shall bend at the waist, as if going to touch his/her toes for 50 seconds and inhale 2 times at the bottom ² . | A 20 second ambient sample, followed by a 30 second mask sample. |
| Jogging –in Place | The test subject shall jog in place comfortably for 30 sec- | A 30 second mask sample. |
| Head Side-to-Side | The test subject shall stand in place, slowly turning his/her head from side to side for 30 seconds and inhale 2 times at each extreme ² . | A 30 second mask sample. |
| Head Up-and-Down | The test subject shall stand in place, slowly moving his/her head up and down for 39 seconds and inhale 2 times at each extreme ² . | A 30 second mask sample followed by a 9 second ambient sample. |

1. Exercises are listed in the order in which they are to be administered.
2. It is optional for test subjects to take additional breaths at other times during this exercise.

Continue on following page >>>

NEW! Respirator Fit Test Protocols (continued)

OSHA1910.134- Appendix A- Table A-2 Modified Ambient Aerosol CNC Quantitative Fit Testing Protocol for Filtering Facepiece Respirators

| Exercises ¹ | Exercise Procedure | Measurement procedure |
|------------------------|--|--|
| Bending Over | The test subject shall bend at the waist, as if going to touch his/her toes for 50 seconds and inhale 2 times at the bottom ² . | A 20 second ambient sample, followed by a 30 second mask sample. |
| Talking | The test subject shall talk out loud slowly and loud enough so as to be heard clearly by the test conductor for 30 seconds. He/she will either read from a prepared text such as the Rainbow Passage, count backward from 100, or recite a memorized poem or song. | A 30 second mask sample. |
| Head Side-to-Side | The test subject shall stand in place, slowly turning his/her head from side to side for 30 seconds and inhale 2 times at each extreme ² . | A 30 second mask sample. |
| Head Up-and-Down | The test subject shall stand in place, slowly moving his/her head up and down for 39 seconds and inhale 2 times at each extreme ² . | A 30 second mask sample followed by a 9 second ambient sample. |

1. Exercises are listed in the order in which they are to be administered.
2. It is optional for test subjects to take additional breaths at other times during this exercise.

Resources:

- Revised OSHA 1910.134-Appendix A:
<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134AppA>
- OSHA Trade Release: <https://www.osha.gov/news/newsreleases/trade/09252019>
- TSI Revised Fit Testing: <https://tsi.com/modifiedcncprotocol/>

Please do not hesitate to be in touch with FM-OHS@virginia.edu if you have any questions!

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 ✓ |
| 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>

FOLLOW OCCUPATIONAL PROGRAMS:

PROGRAMS:



@BernietheBee



@BernietheBeeFM



@BernietheBeeFM



@UVAApprentice



@UVAApprentice



@UVAApprentice



@UVATradeswomen



@UVATradeswomen



@UVATradeswomen