

**Virginia Polytechnic Institute and State University  
Facilities Department Procedures**

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**20000 OCCUPATIONAL SAFETY PROGRAM**

**Date:** June 14, 2019

**Revision:** 1

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**Purpose:**

The purpose of this internal procedure is to ensure an effective and efficient Occupational Safety Program (OSP) for the Facilities Department and to help prevent accidents, illnesses, and injuries; increase safety awareness; meet requirements of environmental, occupational health, and safety laws and regulations; reduce institutional liability; and establish clear safety responsibilities for Facilities Department personnel.

**Responsible Staff:**

- The Facilities Safety Coordinator (FSC) is the lead person for the Facilities Department, under the direction of the Chief of Staff, working with Environmental Health and Safety (EHS) and senior management within the Facilities Department regarding the oversight and implementation of all safety programs to ensure that each Facilities Department operating unit engages the OSP as designed and takes complete ownership of their roles and responsibilities at each level of their unit: assistant vice president, director, associate director, manager, supervisor, lead, and/or staff.
- All Facilities Department supervisors are responsible for assuring their direct reports' trainings remain current.
- All Facilities Department employees are expected to be thoroughly familiar with this procedure, their safety responsibilities, attend all required trainings before expiration, strive to follow safety practices at all times, act proactively to prevent accidents and injuries, communicate hazards to supervisors and the Facilities Safety and Health Committee, and be prepared for emergencies that may occur in the workplace.

**Procedure:**

Facilities Safety and Health Committee (FSHC)

1. The purpose of the FSHC is to enable a forum, representative of the operating units within the Facilities Department, to help maintain a safe work environment, reduce and/or eliminate accidents, ensure safety for the employees, and provide recommendations to the Associate Vice President and Chief Facilities Officer (AVP&CFO) to achieve the goals for the occupational safety of Facilities Department employees and operations.
2. Members of the FSHC will be appointed by the Directors/Supervisors of the following Facilities units:
  - Capital Construction and Renovations (1)
  - Office of University Planning (1)

- Operations – Building Trades (1)
  - Operations – Grounds (1)
  - Operations – Housekeeping (1)
  - Operations – Engineering and Assessment (1)
  - Operations – Mechanical Services (1)
  - Operations – Preventative Maintenance and Air Quality (1)
  - Operations – Quarry (1)
  - Operations – Hokie Stone Crew (1)
  - Operations – Electrical/Refrigeration (1)
  - Utilities – One each from VTES; the Power Plant, and Mechanical Utilities
  - University Building Official (1)
3. All members of the FSHC will serve at the discretion of their director/supervisor.
  4. The FSC will serve as Chair of the FSHC and the Facility Safety Officer (FSO) will serve as staff support for the committee. In the absence of the FSC, the Chief of Staff will serve as the Chair. In the absence of the FSO, the Special Assistant to the Chief of Staff will serve as staff support.
  5. The FSHC will develop and recommend procedures to ensure workplace health and safety compliance to the Chief of Staff and the AVP&CFO.
  6. The FSHC will integrate applicable federal and state regulations, university policies, and EHS safety and health programs into the Facilities Department's practices, policies, and procedures.
  7. The FSHC will advise the FSC and the AVP&CFO on the implementation of the OSP.
  8. The FSC, working with EHS, will periodically review the OSP for compliance and effectiveness and will provide an annual report to the Chief of Staff and the AVP&CFO.

### Training

1. Safety training is provided by EHS to new employees prior to being assigned tasks that may pose a potential safety or health concern. A maximum of 30 days for all Online Awareness Trainings and 90 days for all Advanced Level Trainings after hire is the expectation for training completion or before assigned task that requires safety training. Supervisors are responsible for assuring their direct reports' trainings are completed in accordance with the referenced timelines upon hire.
2. Refresher safety trainings will be provided by EHS to existing employees before an employee's training expires. For employees whose training expires while they are out on Virginia Sickness & Disability Program (VSDP), FMLA, or any other extended leave period, Employees are required to complete refresher training prior to an assigned task. Online Awareness trainings is 30 days and Advance Level training within 90 days of returning back

to work. Supervisors are responsible for assuring their direct reports' trainings are completed.

3. Employees who are absent for regularly scheduled trainings are responsible for coordinating with their supervisor and the FSC to reschedule and complete that training, maintaining the necessary timelines for completion.
4. Awareness level training shall be provided to Facilities Department employees by EHS during monthly safety meetings (if applicable), or online.
5. Advanced level training shall be provided by EHS per the Class Schedule and Registration system on EHS' website. Supervisors shall make every effort to send employees to scheduled classes.
6. When an employee's job duties or tasks change, the employee's supervisor shall determine if additional training is required for these new tasks. Facilities Safety is available to consult with the supervisor as needed to make this determination.
7. Supervisors shall use the EHS Safety Management System (SMS) to monitor the status of employee training to ensure that training is kept current. Refresher trainings shall be taken before training expires to prevent any training lapses. Employees will not be allowed to perform tasks for which their training has expired. Supervisors are responsible for assuring their direct reports' are in compliance and are not performing tasks for which training has expired.
8. Supervisors are responsible for assuring employees have the job-related knowledge, skills, and abilities (KSA's) needed to perform work safely. Formal hands-on training, apprenticeship, or similar approaches will be used as needed to assure employees have the appropriate KSA's.
9. EHS will provide safety-related information and training. EHS will also perform field observations to document the safe operation of aerial lifts, forklifts, and similar covered equipment, and will train employees to serve as scaffold competent person, excavation competent person, etc.

### Documentation

1. When applicable to the work performed by a workgroup, the supervisor is responsible for developing certain procedures and performing certain inspections as outlined below:
  - Energy Control Procedures
  - Confined Space Assessment Forms
  - Hazard Assessment Forms
  - Electrical Qualified Person Forms
  - Excavation Assessment Forms

- Personal Fall Arrest System Annual Inspection
  - Rigging Inspection
  - Hazard Communication Plans and Documentation (ex. Safety Data Sheets and Annual Review)
2. These procedures and records of inspection shall be maintained by the FSC in the EHS SMS, as well as a hard copy (if applicable).

#### Audits and Inspections

1. EHS performs audits of each unit to review safety training and shop safety compliance. The supervisor shall notify their reporting chain, the Chief of Staff, and the FCS in writing of any deficiencies and management action plans to resolve the deficiencies within 24 hours of notification by EHS. Reports will be issued to the supervisor, the direct manager, and Facilities Safety. Supervisors are responsible for responding to audits within the timeframe specified in the inspection report. Facilities Safety may assist in responding to any deficiencies.
2. Facilities Safety will perform periodic inspections of units to review safety training and shop safety compliance, and will assist supervisors with any corrective action required.
3. Supervisors are expected to perform periodic self-audits to assure on-going compliance with safety requirements and programs.
4. EHS and Facilities Safety shall have unrestricted access to all Facilities Department records, reports, activities, property, and personnel that they deem necessary to discharge their responsibilities.

#### Reporting

1. The FSC will provide the Chief of Staff with monthly training compliance reports.

#### **Approval and Revisions:**

Initially approved by Christopher H. Kiwus, Associate Vice President and Chief Facilities Officer on June 7, 2016.

Revision 1 reviewed and approved by:



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Christopher H. Kiwus, PE, Ph.D.  
Associate Vice President and Chief Facilities Officer

6/14/19

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Date