



Duke University

Facilities Management

Safety Management Plan

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Last Update: 22 October 2015

Safety Excellence

Mission...

Our goal is 100% productivity through ZERO accidents and injuries and compliance with all Environmental, Safety and Health (ESH) requirements

*Supported
By...*

Programs

Audits

Training

*Based
On...*

Management Leadership, Team Participation,
Personal Ownership

ESH Goals

Programs

- ★ 100% OSHA compliant
- ★ Processes documented
- ★ Fully integrated with day-to-day business
- ★ Monthly Functional Area Safety Committee meetings
- ★ Qtrly FMD Safety Committee meetings

Audits

- ★ One Safety Audit per employee per month, including Management
- ★ Audit actions communicated & resolved
- ★ Perform annual ESH Program Review

Training

- ★ All employees have an ESH training plan
- ★ Training compliance at all times >95%; Goal 100%



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Based On . . .

Keys to Success:
Management Leadership, Team Participation, Personal Ownership
- A TEAM Effort

- ✦ All levels of organization must be focused on maintaining a safe & health-conscious workplace
- ✦ Management must take the lead and demonstrate its commitment
- ✦ Teams must work together to understand the importance of and implement all programs related to their areas and jobs
- ✦ Each individual must take personal ownership for their actions and understand their responsibilities related to ESH

Based On . . . Management Leadership

- ★ Management Team responsibilities:
 - Provide visible involvement in implementing the program
 - Establish and communicate a clear goal(s) for the ESH program and objectives for meeting that goal
 - Understand ESH program requirements for their teams
 - Participate in monthly Safety Audits
 - Assign and communicate responsibility for all aspects of the programs
 - Provide oversight for and be accountable for results of the team
 - Hold others accountable for their responsibilities
 - Lead Functional Area Safety Committee

FMD Functional Area Safety Committees

★ Mission

- Proactively manage environmental, safety, and health programs related to the Departmental Team by promoting activities that prevent incidents. Track ESH performance metrics, initiate plans and assign actions to ensure a safe workplace and to reduce our impact to the environment thru optimization of all resources.

★ Membership

- Department Director – Committee Chair
- Department Managers & Supervisors
- Shop/area representatives
- FMD Safety Representative
- OESO as needed

★ Meetings

- Monthly
- 30 min - 1 hour
- Standard Agenda
 - Review all incidents from prior month
 - Review ESH (i.e. DART) Metrics
 - Review Training Metrics
 - Review Internal Audits
 - Review Team Audit Schedule/Results
 - Review Safety Initiatives Underway
 - Review/Update Current/Ongoing Safety Items

FMD Safety Committee

- ★ FMD Safety Committee meets quarterly – 2nd Tue of Jan, 3rd Tuesday of Apr, Jul, Oct

- ★ Attendees/Members:
 - Intended: Shop/Area safety representatives (non-spvr/mgr)
 - Anyone can attend

- ★ Same agenda format used as in functional areas

Based On . . .

Management Leadership

- ★ Supervisor and/or Team Leader responsibilities:
 - Directly responsible for safety and well being of employees they supervise
 - Must demonstrate, through words and actions, they are genuinely concerned about the safety and health of all their employees
 - Insist that good ESH practices be followed at all times - Set the Example!
 - Participate in Safety Audits of their areas each month
 - Identify and communicate hazards for resolution
 - Develop specific operating safety procedures for their areas as necessary
 - Ensure compliance with all ESH standards and regulations by employees, contractors and visitors
 - Investigate all incidents and near misses in their area, identifying the causes, and taking corrective measures to prevent recurrence
 - Conduct weekly ESH meetings for all their people
 - Take immediate remedial action when a severe hazard develops, and, if conditions warrant, discontinue the operation until the condition is corrected
 - Report all on-the-job injuries immediately to OESO via the Supervisor online web report, Report of Work-Related Injury or Illness (Form A-016), within 24 hours of the incident

Based On . . . Team Participation

- ★ Team responsibilities include:
 - Understand ESH program requirements for their job tasks and work areas. Ask: What might this entail?
 - Support one another in developing safe work practices
 - Speak up when or if a team member is not adhering to good ESH practices
 - Help each other in achieving ESH goals

Based On . . . Personal Ownership

- ✦ Employee responsibilities:
 - Ensure actions are in compliance with ESH requirements
 - Perform one Safety Audit per month or as designated
 - Report any unsafe acts or conditions immediately to the supervisor or FMD Safety
 - Attend, complete and understand required ESH training
 - Report all on-the-job injuries immediately to OESO via the Employee online web report, Report of Work-Related Injury or Illness (Form A-016), within 24 hours of the incident
 - Upon returning to work, report any non-work injuries or illnesses that could affect their performance, health, or safety on their job



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FMD

ESH Management Plan

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FMD ESH Programs

- ✦ FMD ESH Written Safety Programs
 - What they are?
 - What external requirements are we trying to meet?
 - What we are trying to accomplish?

- ✦ Program Development
 - [How programs are developed?](#)
 - How are new programs or changes reviewed?

- ✦ Program and Supporting Forms Availability:
 - [FMD Website – For FMD Employees: Safety](#)

Supported By . . .

FUTURE: FMD ESH Annual Program Review

✦ Program Reviews:

- Plan: An internal audit of each program will be completed once a year for each FMD functional area:
 - Assign a Champion for each program
 - Have a Champion review program requirements
 - Utilize OESO/FMD Safety personnel as resources
 - Identify gaps in performance vs requirements
 - Develop Corrective Action Plan
 - Close gaps
 - Present findings to Safety Steering Committee and respective Functional Area Safety Committee

- ESH Annual Program Review templates:
 - <G:\Safety\FMD Safety Programs\Templates>

Supported By . . . Monthly FMD Safety Audit

- ✦ Increase the general awareness of team members to successful Environmental, Safety, and Health practices and to ensure a safe and environmentally sound workplace by:
 - Ensuring each employee is performing a monthly Safety Audit to ID unsafe acts and conditions of a work area or a job in progress
 - Recording observations of ESH related unsafe acts and conditions
 - Correcting unsafe acts or conditions “on the spot” if possible
 - Documenting and tracking all items until correction in a timely manner
 - Reviewing the information submitted with team members
 - This is NOT a substitute for any existing ESH incident reporting or response practices at Duke

- ✦ FMD Safety Audit Program:
 - [G:\Safety\Safety Audits\Shop Audit Checklists\FMD Safety Audit Checklist w descriptors 7Jun10](#)
 - Facilities Ops: Assigns and Tracks in EAM
 - DUES, Landscape Svcs, H/K, OPM: Track via [spreadsheet](#)

Supported By . . .

ESH Training

- ✦ FMD ESH Training:
 - How are employee ESH training requirements determined?
 - How is compliance tracked?
 - Process for training new employees?
 - What is Safety? SAFE, RIGHT, FAST

- ✦ Training process and tracking documents:
 - Safety Training Matrix: <G:\Safety\Safety Training\Safety Trng Compliance Reports fm OESO>
 - DART Compliance: <G:\Safety\OESO\Work Related Injuries Illnesses\Reports>

Incident Reviews and Investigations

- ✦ All incidents are formally reviewed by FMD Safety
 - A-016s and [FMD Safety Incident Review Form](#) used
 - Meeting w/spvr, employee, and FMD Safety (and union rep if requested)
 - Notify supervisor and director of findings, recommendations, trends, as warranted

- ✦ Incident Investigation to be conducted, as the situation warrants

Supported by...

FMD ESH Metrics

- ✦ Monthly OSHA Recordables by functional area/department
 - Covered at monthly safety committee mtgs
- ✦ Quarterly DART rates by functional area/department
- ✦ Safety training compliance percentages – sent out 1st of month
- ✦ Monthly Workplace Audit compliance percentages by functional area and FMD
 - Spreadsheet example provided to functional areas
- ✦ Monthly Workplace Audit Action Items completed, open, & past due

Supported by... FMD Safety

- ✦ Lead development of FMD ESH Programs
- ✦ Enable FMD management & their ESH Program Champions to sustain the requirements of their assigned ESH programs. Implement approved program enhancements to include written procedures and safer work practices.
- ✦ Maintain ESH documentation on server and FMD website
- ✦ Manage the Annual ESH Programs Review Process
- ✦ Support the FMD Safety Audit Program
- ✦ Manage the FMD ESH Training Program
- ✦ Manage the FMD ESH Training Schedule. Ensure proper courses are individually assigned and/or by shop/area.
- ✦ Instruct/coordinate instruction of ESH courses to FMD personnel
- ✦ Primary contact to OESO, including assisting with various program elements such as respirator training, fit testing, asbestos training, audiograms, noise monitoring, forklift training, etc
- ✦ Attend work group (Qtrly Duke Worker's Compensation Advisory Committee, Monthly Duke Safety Committee) communications meetings to give updates on ESH projects and monthly safety topics
- ✦ Lead Monthly Functional Area and FMD Safety Committee quarterly meetings
- ✦ Oversee use of outside ESH consultants
- ✦ Lead Safety Incident Review investigations
- ✦ Respond to on site ESH issues upon request
- ✦ Present to and provide updates to Quarterly FMD Safety Steering Committee

Supported By . . . OESO Technical Support

✦ Programs

- Provide technical assistance to FMD on ESH programs content and implementation
- Schedule & conduct annual Emergency Fire and Evacuation Drills.

✦ Training

- Provide ESH Training Requirements to meet OSHA , ANSI, NFPA, other federal, state, and university guidelines
- Provide ESH Training classes
- Track training compliance and provide training metrics

✦ Audits

- Perform periodic work area inspections

✦ General

- Capital Project Support
 - Provide Environmental & Safety review
 - Provide primary ESH representation at work planning meetings and Construction Project meetings to provide ESH direction or approval.
 - Review construction drawings for safety compliance and concerns.
- Provide ESH DART Metrics, types of injuries metrics, etc.
- Share relevant incidents from other areas at Duke
- Serve and advics on FMD Safety Committee
- Provide ESH Awareness – Monthly Safety Topics, Bulletins, Compliance Issues
- Represent FMD interests at OESO and University level