

ENVIRONMENTAL HEALTH & SAFETY - FACILITIES MANAGEMENT

Objective:

To determine if the department:

- Has established reasonable procedures for environmental protection and occupational safety in the workplace
- Is monitoring procedures for compliance with policies and procedures
- Is enforcing required training by all employees

Potential Impact:

Results in occupational injury, illness or death, as well as significant property damage, violation of local, state and federal laws, fines from regulatory enforcement action and negative publicity.

Helpful Tools:

- UH System Administrative Memorandum:
[01.C.07 - Safety Administration](#)
- UH – Downtown Policy Statements:
[Personnel - 02.B.03 - Discipline and Dismissal of Regular Staff Employees Policy](#)
[Administrative - 01.A.09 - Smoking Policy](#)
- UHD Website:
[UHD Report of Safety or Health Hazard Form](#)
[Safety Culture @ UHD PowerPoint](#)
- MSDS Websites:
[Safety Information Resources Inc.](#)
[Department of Labor - OSHA](#)

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Frequently Observed Weaknesses/Deficiencies:

- Failure to periodically communicate policies and procedures governing environmental protection and occupational safety and reporting job-related injuries.
- Lack of reasonable policies and/or procedures for ensuring safety in the workplace
- Failure to ensure all employees have received all required training
- Failure to monitor and ensure compliance with workplace safety policies and procedures
- Absence or inadequate labeling of chemicals
- Failure to have Safety Data Sheets (SDS) or access to SDS readily available in areas with chemicals
- Failure to properly label work areas entrances

- Failure to promptly address violations noted in inspections/audits
- Failure to keep work areas clean and free from obstructions
- Failure to appropriately dispose of chemicals, materials, and wastes

Best Business Practices:

1. Policies and Procedures

- Designate an individual with the responsibility for monitoring and coordinating compliance with department and institutional policies and procedures regarding environmental health and safety.
- Develop internal policies, procedures, and awareness programs as warranted by the operations of the department.
- Management should periodically communicate department and institutional safety policies and procedures to all members in the department to promote workplace safety awareness.

2. Reports

- Promptly report to the Environmental Safety and Health Office (EHS) all emergencies and near misses by radio or phone (713-221-8040 or 713-221-8232).
- Inform employees of UHd’s accident injury reporting policy.
- Report any safety concerns and/or suspect violations to EHS.

3. Equipment

- Check and clear all equipment prior to surplus, disposal, relocation or repair.
- Ensure appropriate safety equipment is available, functional and inspected as required.
- Wear proper safety gear (e.g. safety eyewear/goggles, boots and gloves) when performing work procedures.

4. Work Area

- Ensure ready availability of paper and/or on-line SDS for all areas with chemicals.
- Locate first-aid kit in a clearly visible place in each shop.
- Keep work areas clean and free of obstructions.
- Post an emergency response chart in each shop where chemicals are used.
- Lock work areas in the absence of authorized personnel.
- Limit access to work areas and chemical inventory to only necessary and/or authorized employees/students.
- Ensure all required inspections and/or recertification for eyewash and shower stations.
- Label entrances to shops with the appropriate “Caution Placard” that indicates the hazards in that area, telephone numbers, safety shower and eyewash station locations.

5. Training

- Establish a monitoring program to ensure required institutional, as well as department specific training is complete.

6. Chemical and Hazardous Waste

- Maintain an accurate inventory of all chemicals. The chemical inventory should be updated annually and when chemicals are purchased.

- Establish a monitoring program to ensure required institutional, as well as department specific training is complete.
- Follow proper disposal procedures for all chemicals, materials and supplies. (Do not pour chemicals down the drain.)
- Label all primary and secondary containers of hazardous materials with the appropriate information.

7. Other Safety Issues

- Perform the self-audit checklists and reviews made available through EHS to identify health and safety risks.
- Resolve all safety and workplace violations in a timely manner
- Contact EHS when in doubt or questions arise regarding safety.

Case Scenario: We were lucky...we dodged a bullet. Someone could have been seriously injured in the shop/on the build-out site, but when all was said and done no one was injured/the injury was minor. Do I need to report this to EH&S?

Case Scenario Answer: Yes. Reporting the near miss incident immediately allows EHS to investigate the incident as well as the scene of the incident. The investigation provides valuable information and sheds light on practices and/or procedures that need to be corrected before someone is seriously injured.

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This questionnaire is designed so that “no” answers indicate that an internal control weakness may exist and the procedure/process may need to be examined in greater detail. When such weaknesses are identified, a change in the process may be necessary OR a control may need to be put into place to address the weakness. The appropriate UHD contact office (as outlined in the self-assessment text) may be contacted for assistance with identified weaknesses.

Self-Assessment of Internal Controls for Contracts	Yes	No	N/A	Comments
Are employees familiar with department and institutional policies and procedures governing environmental health and safety in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does management periodically communicate information regarding environmental and occupational safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees made aware of the process to confirm the potential presence of asbestos containing material (ACM) prior to disturbance of any building material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does management periodically monitor that shop personnel wear the proper personal protective equipment (PPE)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees made aware of the process for reporting work-related injuries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does management monitor and ensure all shop personnel have received appropriate and/or required training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are other hazardous items disposed of properly (i.e. chemical containers, NiCad batteries, broken glass, hazardous wastes, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are chemicals and hazardous waste containers labeled correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are chemical inventories accurately maintained at the beginning and end of each semester?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are chemical inventories updated with each chemical purchase?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are SDS or a computer to access SDS readily available for all shops with chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are work areas kept clean and free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is a first-aid kit located in each shop or general area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are showers and/or eye-wash stations checked monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are emergencies (actual or near miss) promptly reported to EHS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fuel tanks inspected for leaks and spills periodically?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Self-Assessment of Internal Controls for Contracts	Yes	No	N/A	Comments
Are storm water and sanitary outlets inspected for blockage and garbage periodically?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does management ensure inspections of showers and/or eyewash stations and paint booths are performed as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire extinguishers easily accessible and visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is Facilities notified when there is a known deficiency with a fire extinguisher (i.e. the indicator not on the green safe zone or the pin has been pulled out)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are safety concerns and/or violations addressed promptly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a list of emergency phone numbers posted inside the shops?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is all food and drink prohibited in shop work areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

This is a living document and will be updated, as revisions are necessary. Periodically, you may want to check for updates and revisions. We welcome any questions and feedback regarding the information contained in this tool including any comments regarding how this may be more useful and effective.