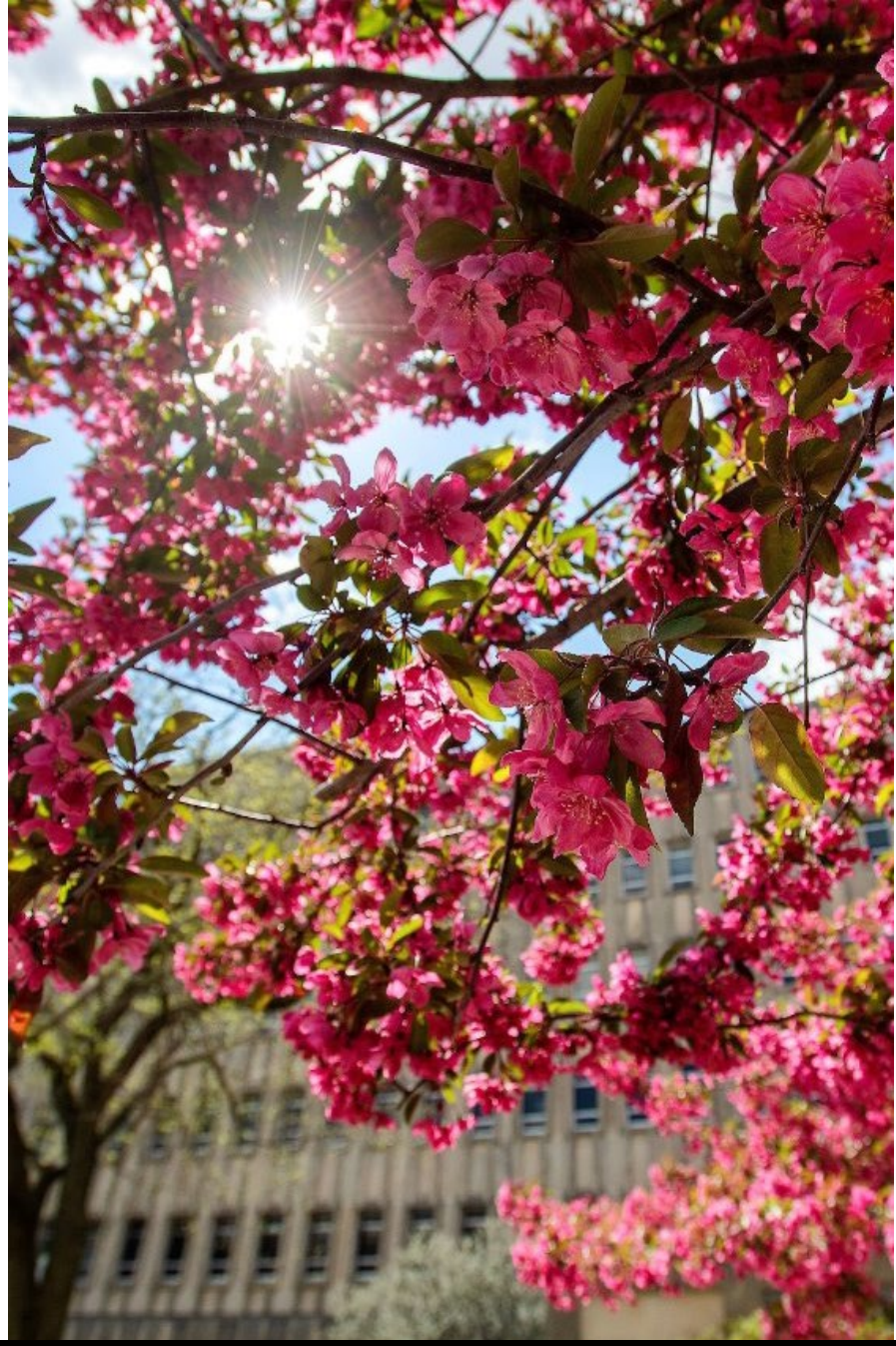
# WELCOME

**Monthly Building Coordinator Meeting**

**Via ZOOM**

April 17, 2024



# Agenda

**Asset Optimization Services (AOS):**
*Andy Van Etten – Associate Director, AOS - FM Operations & Maintenance*

**Hot Work Permit Process:**
*Melissa Miller – Risk Management Administrator*
*Brent A Anderson – FM Occupational Safety Manager*

**Safety Culture and Tips:**
*Brent A Anderson – FM Occupational Safety Manager*

# April ‘24 Building Coordinators Update - AOS

*April 17, 2024*

# Asset Optimization Services (AOS)

Who –The AOS Team is a technical resource team reporting into Building Operations and Maint. (Julie Sychra)

What –Focus on identifying and improving energy and reliability of building systems. (Mechanical, Electrical, and Plumbing)

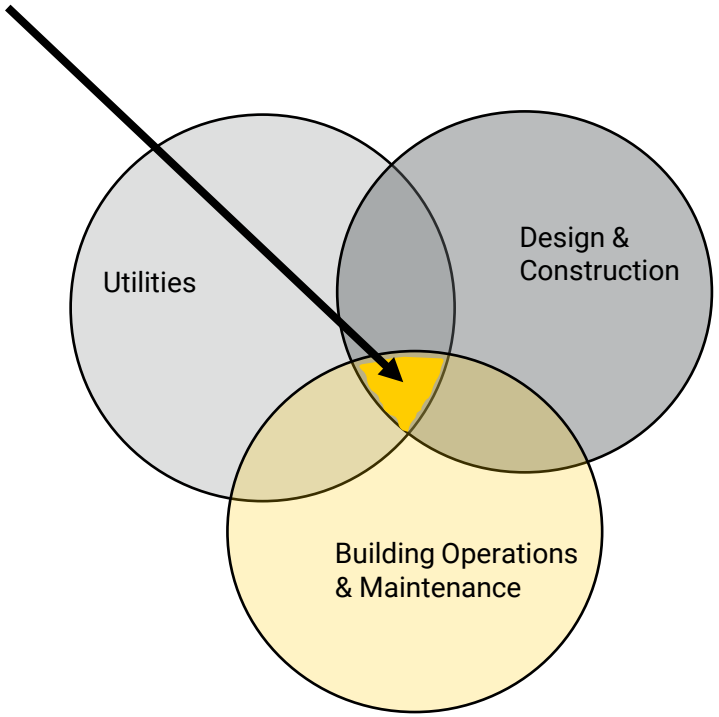
How – Advocating for decision-making based on Total Cost of Ownership.

# AOS Team Members

**Andy Van Etten**:
AOS Leader

**Brad Dameron,**
**Brian Dameron**
Analytic Response Group

**Scott Sellner**
Controls / ARG / AOS

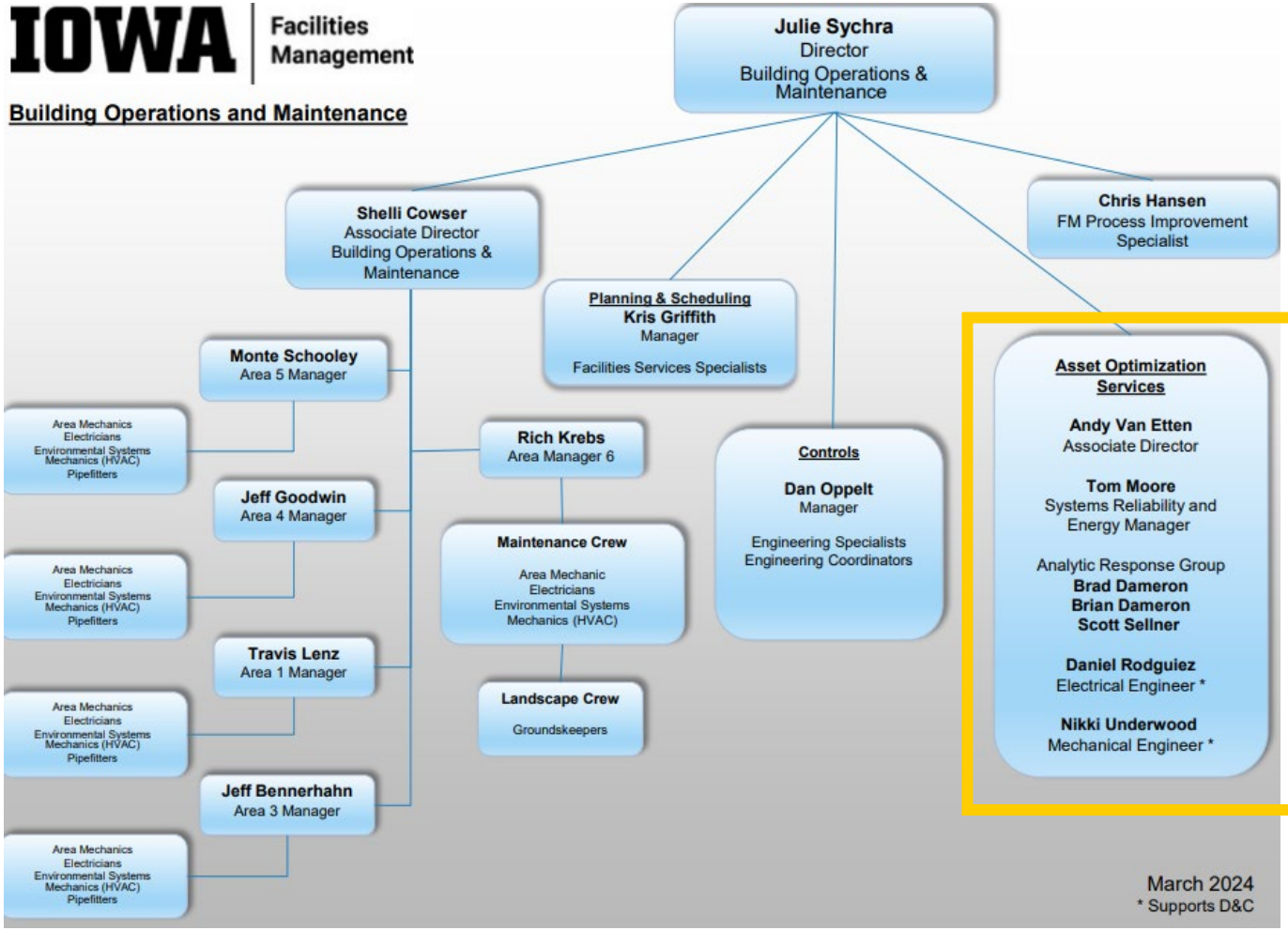



**Nikki Underwood, Daniel Rodriguez**
Mechanical Engineer, Electrical Engineer:
(Filling two needs previously identified by D&C)

**Jake Humphreys**:
D&C Quality Leader

**Tom Moore**:
Systems Reliability and Energy Manager

# Org Chart Impacts



# Asset Optimization Services (AOS)

Four Main AOS Services:

1. Total Cost of Ownership resource
2. UI Design Standards and Procedures content development support
3. Energy Fund prioritization and project support
4. Building performance optimization

# What is TCO?

- Total cost of Ownership (TCO) is a holistic approach to asset management that allows stakeholders to make data driven decisions that consider the entire life-cycle of the asset.
- Usually, TCO is a financial estimate based on facts, exp that are documen

$$TCO = \sum C_a + \sum C_b + \sum C_c + \sum C_d + \sum C_e$$

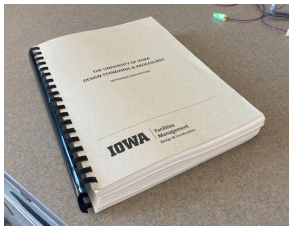
**Where:**

$C_a$ = **Initial Asset Costs** / First Cost (one Time)
$C_b$ = Cost of **Operations and Maintenance** (Annual Recurring)
$C_c$ = Cost of **Utilities** (Annual Recurring)
$C_d$ = Cost of **Renewal** (Periodic Recurring)
$C_e$ = Cost at **End of Useful / Functional Life** (One Time)

# Standards and Procedures – “The Beast”

Raw Data
Blue Beam / The S&P’s

Slow Down and understand




750+ pages, 30+ years of history, experience and passion

Action Items
Snag List

Stop and Measure

Change Control
AOS Change Tracking Form

Proceed with knowledge

# “The Utility Rate Energy Fund”

- Every year $500K of our utility rates are set aside to fund “Energy and Reliability” type projects.  All rate paying departments are included.

- AOS wants to work with you to prioritize and enable projects using the “Utility Rate Energy Fund” Prioritization Matrix

- AOS also want to collaborate with you to re-apply successful projects and identify new ones.

# The “Energy Related” Matrix

- Version of a proven FM developed system to score potential projects based on the following criteria.

**Safety**
**Energy Savings**
**Maintenance Savings**
**Reliability improvement**
**Obsolescence risk**
**Project complexity**
**Customer Impacts**

**We are a MEP focused team and the fund was established enable Energy and Reliability based projects.**

# Building Performance / Optimization– Blitz Ideas

1. Main Library – HVAC
2. Dental Science – Air Compressors
3. Campus Rec and Wellness – HVAC Retro Commissioning
4. Siemens – VAV set points on units w/o re-heats
5. Trowbridge Hall - Exhaust

**Completed Events**

Chemistry Fume Hood
IMU HVAC
Schaeffer Hall HVAC

Targeting week of 6/10
For next event


IOWA

# Hot Work Loss Prevention Program

**Facilities Management & Risk Management**

**Brent Anderson and Melissa Miller**

April 17, 2024

# Agenda

- Scope
- Definitions
- Standard Hot Work Procedures & Responsibilities
- Process to Obtain and Use a Hot Work Permit
- Training Requirement

# Purpose

- Establish a consistent campus-wide policy regarding Hot Work
- Reduce the risk of injury and loss by fire caused by Hot Work activities

# Scope

- Requires **any individual** who engages in Hot Work to comply with University policy

- Applies to all faculty, staff, students, or third parties performing Hot Work on behalf of the University of Iowa and in all University of Iowa facilities, including UIHC

# Definitions

- **Hot Work** – anything that produces flame, heat, or sparks
  - Electric or gas welding, abrasive cutting, soldering, grinding, torch work, and brazing;
  - Includes acetylene torches, arc welding equipment, portable grinders, and propane torches;
  - Also, non-rated electrical tools and equipment when used in a hazardous environment

# Definitions

- The following operations **do not** require a Hot Work Permit:
  - Bunsen burners in laboratories
  - Small electric soldering irons used for repairing electronics only
  - Authorized grilling on campus (must be in compliance with: https://uiowa.edu/riskmanagement/outdoor-gascharcoal-grilling-campus)
  - Sterno products for official university catered events.

# Definitions

## Fire Safety Supervisor

- Designated permit authorizer,
- Trained to authorize Hot Work Activities, and
- Supervises the individual performing Hot Work

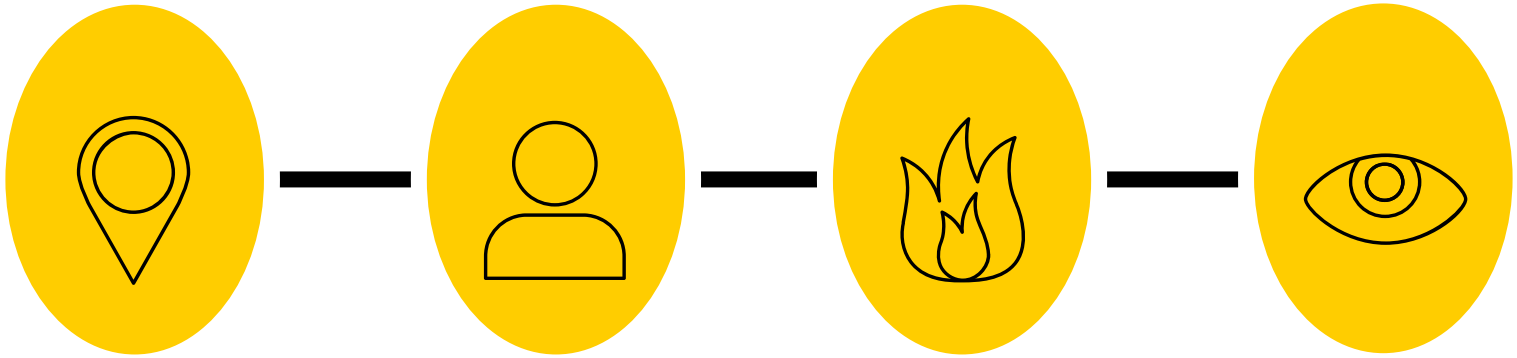
# Definitions

## Fire Watch

- Designated and trained to observe Hot Work for the purpose of **preventing, detecting, and suppressing** fires
- Must continuously monitor Hot Work (during and **after** for 60 minutes)
- Must be trained to use manual firefighting equipment
  - There must a fire extinguisher present at the scene of the Hot Work, this cannot be the designed site fire extinguisher
- Must have the ability to summon emergency assistance if needed

***CANNOT BE THE PERSON PERFORMING THE HOT WORK!!!!***

# Standard Hot Work Procedures & Responsibilities



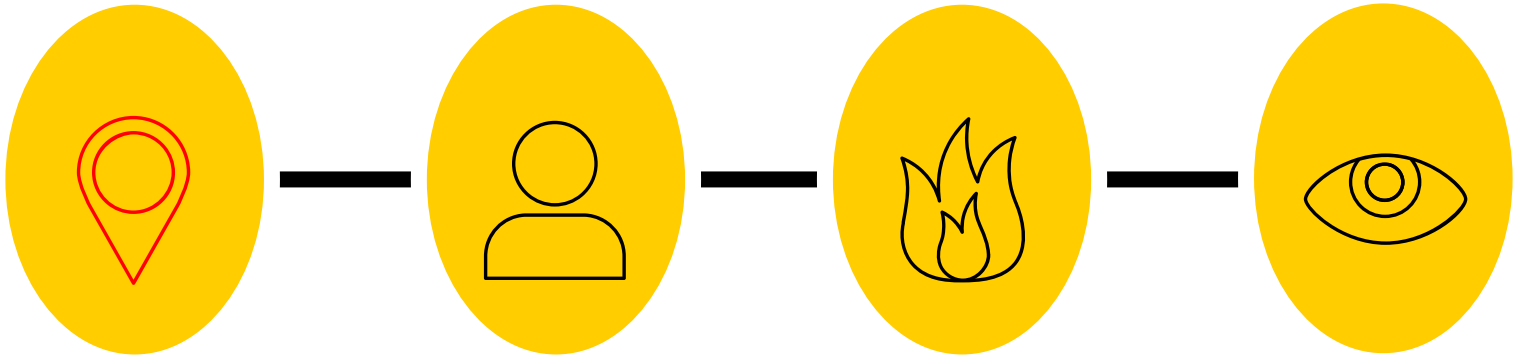
**Hot Work Locations**

**Fire Safety Supervisor**

**Employee Performing the Hot Work**

**Fire Watch**

# Standard Hot Work Procedures & Responsibilities



**Hot Work Locations**

**Fire Safety Supervisor**

**Employee Performing the Hot Work**

**Fire Watch**

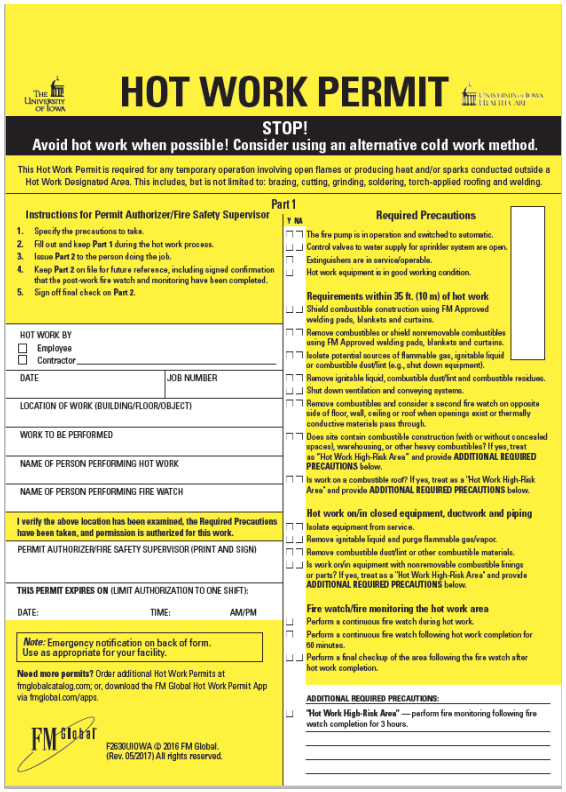
# Hot Work Locations

- Temporary by issuance of approved UI Hot Work Permit (Yellow Permit) or

- Designated Hot Work Sites with visible “Designated Hot Work Site” permit/certificate posted (White Permit)
  - Formally evaluated and meet the requirements of the International Fire Code
  - Inspection and verification of proposed designated location will be completed by UI Campus Safety or UIHC Safety and Security.
  - Only be used by trained and authorized individuals
  - List of Designated Hot Work Sites

# Temporary Permit

Part 1



HOT WORK PERMIT

**STOP!**
**Avoid hot work when possible! Consider using an alternative cold work method.**

This Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or sparks conducted outside a Hot Work Designated Area. This includes, but is not limited to: brazing, cutting, grinding, soldering, torch-applied roofing and welding.

**Instructions for Permit Authorizer/Fire Safety Supervisor**

1. Specify the precautions to take.
2. Fill out and keep **Part 1** during the hot work process.
3. Issue **Part 2** to the person doing the job.
4. Keep **Part 2** on file for future reference, including signed confirmation that the post-work fire watch and monitoring have been completed.
5. Sign off final check on **Part 2**.

HOT WORK BY
☐ Employee
☐ Contractor _____

DATE | JOB NUMBER

LOCATION OF WORK (BUILDING/FLOOR/OBJECT)

WORK TO BE PERFORMED

NAME OF PERSON PERFORMING HOT WORK

NAME OF PERSON PERFORMING FIRE WATCH

**I verify the above location has been examined, the Required Precautions have been taken, and permission is authorized for this work.**

PERMIT AUTHORIZER/FIRE SAFETY SUPERVISOR (PRINT AND SIGN)

**THIS PERMIT EXPIRES ON** (LIMIT AUTHORIZATION TO ONE SHIFT):

DATE: TIME: AM/PM

*Note:* Emergency notification on back of form. Use as appropriate for your facility.

**Need more permits?** Order additional Hot Work Permits at fmglobalcatalog.com; or, download the FM Global Hot Work Permit App via fmglobal.com/apps.

FM Global

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**Part 1**

**Required Precautions**

Y NA

- ☐ ☐ The fire pump is in operation and switched to automatic.
- ☐ ☐ Control valves to water supply for sprinkler system are open.
- ☐ ☐ Extinguishers are in service/operable.
- ☐ ☐ Hot work equipment is in good working condition.

**Requirements within 35 ft. (10 m) of hot work**

- ☐ ☐ Shield combustible construction using FM Approved welding pads, blankets and curtains.
- ☐ ☐ Remove combustibles or shield nonremovable combustibles using FM Approved welding pads, blankets and curtains.
- ☐ ☐ Isolate potential sources of flammable gas, ignitable liquid or combustible dust/lint (e.g., shut down equipment).
- ☐ ☐ Remove ignitable liquid, combustible dust/lint and combustible residues.
- ☐ ☐ Shut down ventilation and conveying systems.
- ☐ ☐ Remove combustibles and consider a second fire watch on opposite side of floor, wall, ceiling or roof when openings exist or thermally conductive materials pass through.
- ☐ ☐ Does site contain combustible construction (with or without concealed spaces), warehousing, or other heavy combustibles? If yes, treat as "Hot Work High-Risk Area" and provide **ADDITIONAL REQUIRED PRECAUTIONS** below.
- ☐ ☐ Is work on a combustible roof? If yes, treat as a "Hot Work High-Risk Area" and provide **ADDITIONAL REQUIRED PRECAUTIONS** below.

**Hot work on/in closed equipment, ductwork and piping**

- ☐ ☐ Isolate equipment from service.
- ☐ ☐ Remove ignitable liquid and purge flammable gas/vapor.
- ☐ ☐ Remove combustible dust/lint or other combustible materials.
- ☐ ☐ Is work on/in equipment with nonremovable combustible linings or parts? If yes, treat as a "Hot Work High-Risk Area" and provide **ADDITIONAL REQUIRED PRECAUTIONS** below.

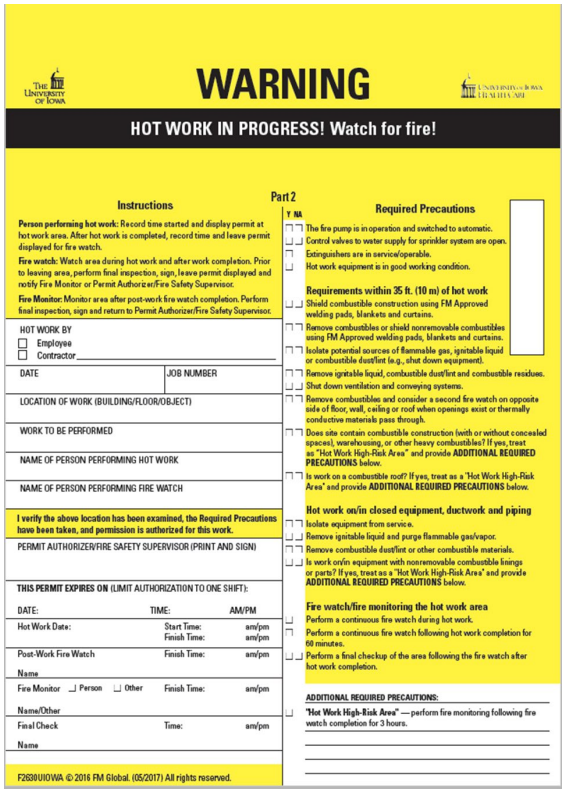
**Fire watch/fire monitoring the hot work area**

- ☐ Perform a continuous fire watch during hot work.
- ☐ Perform a continuous fire watch following hot work completion for 60 minutes.
- ☐ ☐ Perform a final checkup of the area following the fire watch after hot work completion.

**ADDITIONAL REQUIRED PRECAUTIONS:**

☐ **"Hot Work High-Risk Area"** — perform fire monitoring following fire watch completion for 3 hours.

Part 2



WARNING

**HOT WORK IN PROGRESS! Watch for fire!**

**Instructions**

**Person performing hot work:** Record time started and display permit at hot work area. After hot work is completed, record time and leave permit displayed for fire watch.

**Fire watch:** Watch area during hot work and after work completion. Prior to leaving area, perform final inspection, sign, leave permit displayed and notify Fire Monitor or Permit Authorizer/Fire Safety Supervisor.

**Fire Monitor:** Monitor area after post-work fire watch completion. Perform final inspection, sign and return to Permit Authorizer/Fire Safety Supervisor.

HOT WORK BY
☐ Employee
☐ Contractor _____

DATE | JOB NUMBER

LOCATION OF WORK (BUILDING/FLOOR/OBJECT)

WORK TO BE PERFORMED

NAME OF PERSON PERFORMING HOT WORK

NAME OF PERSON PERFORMING FIRE WATCH

**I verify the above location has been examined, the Required Precautions have been taken, and permission is authorized for this work.**

PERMIT AUTHORIZER/FIRE SAFETY SUPERVISOR (PRINT AND SIGN)

**THIS PERMIT EXPIRES ON** (LIMIT AUTHORIZATION TO ONE SHIFT):

DATE: TIME: AM/PM

Hot Work Date: Start Time: am/pm Finish Time: am/pm

Post-Work Fire Watch Finish Time: am/pm
Name

Fire Monitor ☐ Person ☐ Other Finish Time: am/pm
Name/Other

Final Check Time: am/pm
Name

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**Part 2**

**Required Precautions**

Y NA

- ☐ ☐ The fire pump is in operation and switched to automatic.
- ☐ ☐ Control valves to water supply for sprinkler system are open.
- ☐ ☐ Extinguishers are in service/operable.
- ☐ ☐ Hot work equipment is in good working condition.

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- ☐ ☐ Remove ignitable liquid, combustible dust/lint and combustible residues.
- ☐ ☐ Shut down ventilation and conveying systems.
- ☐ ☐ Remove combustibles and consider a second fire watch on opposite side of floor, wall, ceiling or roof when openings exist or thermally conductive materials pass through.
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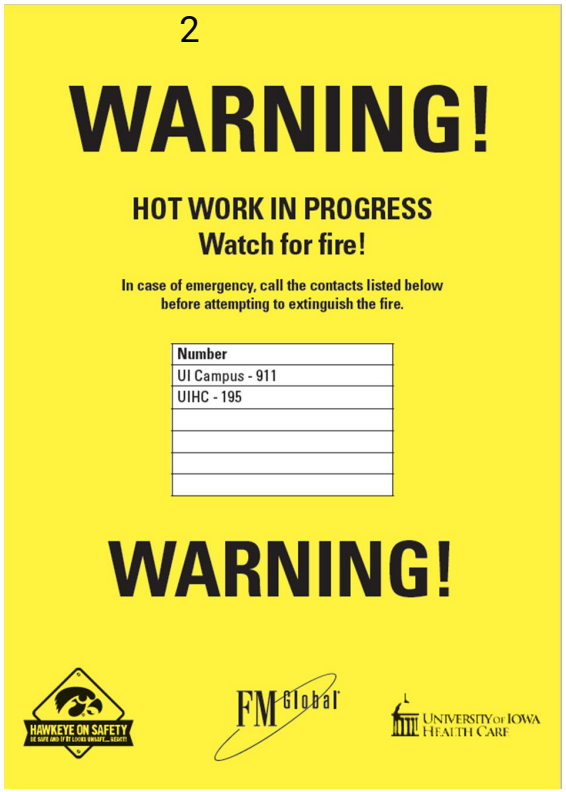
**ADDITIONAL REQUIRED PRECAUTIONS:**

☐ **"Hot Work High-Risk Area"** — perform fire monitoring following fire watch completion for 3 hours.

Back of Part 2



WARNING!

**HOT WORK IN PROGRESS**
**Watch for fire!**

**In case of emergency, call the contacts listed below before attempting to extinguish the fire.**

| Number |
|---|
| UI Campus - 911 |
| UIHC - 195 |
| |
| |
| |
| |

WARNING!

HAWKEYE ON SAFETY
BE SAFE AND IF LIVING WHAT... LEAVE!

FM Global

University of Iowa Health Care

IOWA

# Designated Permit

**UNIVERSITY of IOWA**
**DEPARTMENT OF PUBLIC SAFETY**
**FIRE SAFETY**

| Location: | Date: | Inspection Type: |
|---|---|---|
| Room 145 | September 1, 2016 | Designated Hot Work Site |

| Building: | Bldg. # | Bldg. Abbrev. |
|---|---|---|
| Madison Street Services Building | 160 | MSSB |

| Address: | User Group: |
|---|---|
| 640 South Madison Street | Building and Landscape Services |

Facility Contact
Curt Fountain

| Building Occupancy Type: | Construction Type: | Fire Sprinkler System: |
|---|---|---|
| Factory Industrial "F-1" (Industrial; moderate hazard) | IIB (Non-combustible; non-protected) | YES |

**WE HAVE INSPECTED THE ABOVE PREMISES AND FOUND:**

Based on my inspection of the Sheet Metal Shop; Room 145, located in the Madison Street Services Building, I approve the use of the room as a designated hot work site in accordance with Chapter 35 of the 2015 International Fire Code and the University of Iowa Hot Work Loss Prevention Program.

Please ensure the space is free of all combustibles, prior the start of any hot work. All requirements of Chapter 35 and the University's Hot Work Loss Prevention Program are properly followed before, during, and after all hot work is performed in this space.

This space will be subject to periodical inspections by this office and any deficiencies noted may result in loss of hot work privileges.

Type of hot work to be performed at this site:

- Tungsten Inert Gas (TIG) welding
- Metal Inert Gas (MIG) welding
- Oxy – acetylene welding / cutting
- Shielded metal arc ("stick" welding)
- Grinding
- Sanding
- Plasma cutting
- Abrasive cutting (chop saw)
- Soldering

**THIS PERMIT WILL EXPIRE ON SEPTEMBER 8th, 2017**

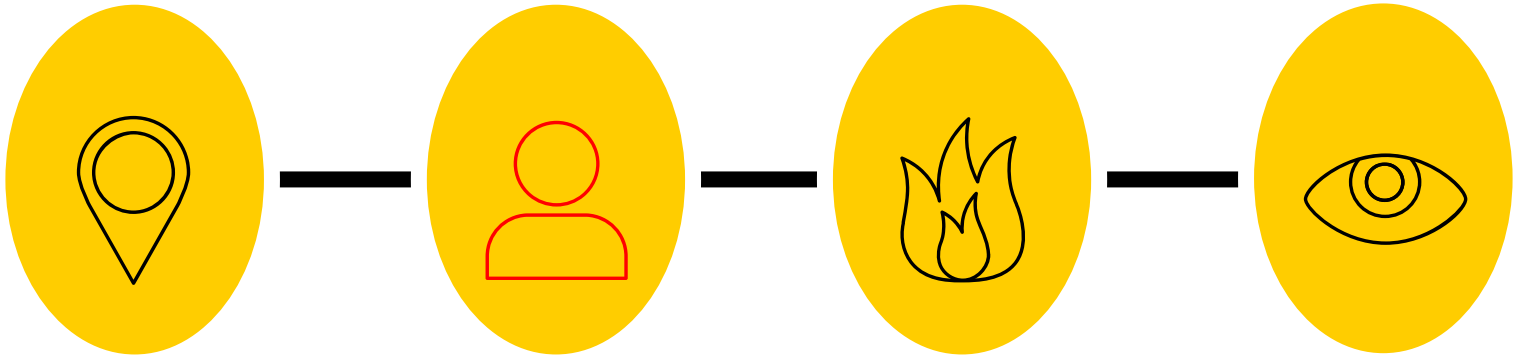
**Post in a conspicuous location within the hot work site**

Inspected By:

Bruce McAvoy, Fire Safety Coordinator

**University of Iowa Department of Public Safety**
**808 University Capitol Centre Iowa City, IA 52242-5500**

# Standard Hot Work Procedures & Responsibilities



**Hot Work Locations**

**Fire Safety Supervisor**

**Employee Performing the Hot Work**

**Fire Watch**

# Fire Safety Supervisor Must:

1. Question whether the Hot Work is necessary

2. Verify the location has been examined, the precautions checked on the “Required Precautions Checklist” have been taken to prevent fire.

3. Verify there is a qualified Fire Watch for the immediate area until Hot Work is completed.

4. If the Hot Work is to be conducted in a sprinklered facility, ensure that the sprinkler protection in the Hot Work area is in service.

# Fire Safety Supervisor Must:

5. Sign the Hot Work Permit

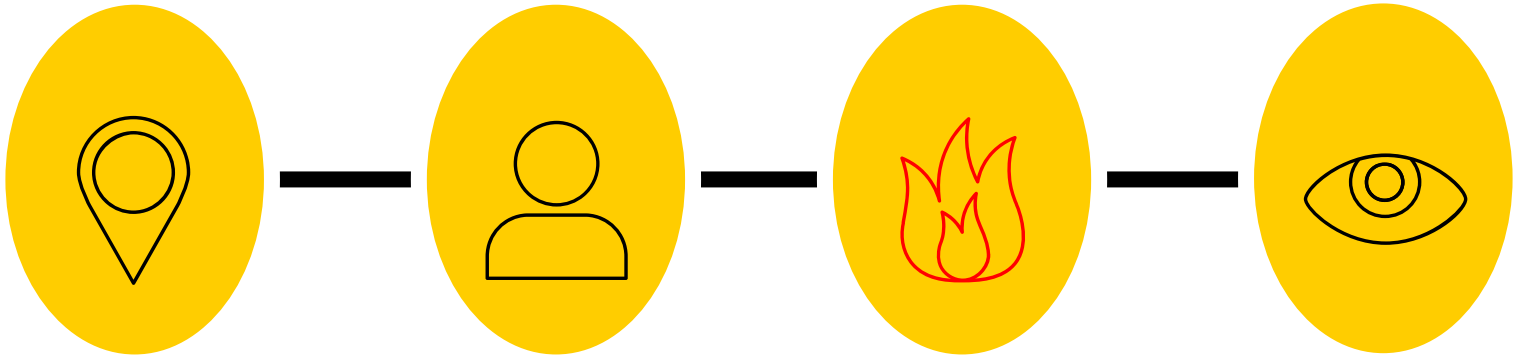
*The Fire Safety Supervisor cannot be the same person performing the Hot Work.

6. Issue Hot Work Part 2 to the person performing the Hot Work, to be posted in a conspicuous location at the Hot Work site.

7. Fire Safety Supervisor will verify accuracy and completion of the permit, and submit to FM Occupational Fire & Life Safety Manager or UIHC Safety & Security.

8. FM, UIHC, RM and FM Global perform quarterly Hot work Audits

# Standard Hot Work Procedures & Responsibilities



**Hot Work Locations**

**Fire Safety Supervisor**

**Employee Performing the Hot Work**

**Fire Watch**

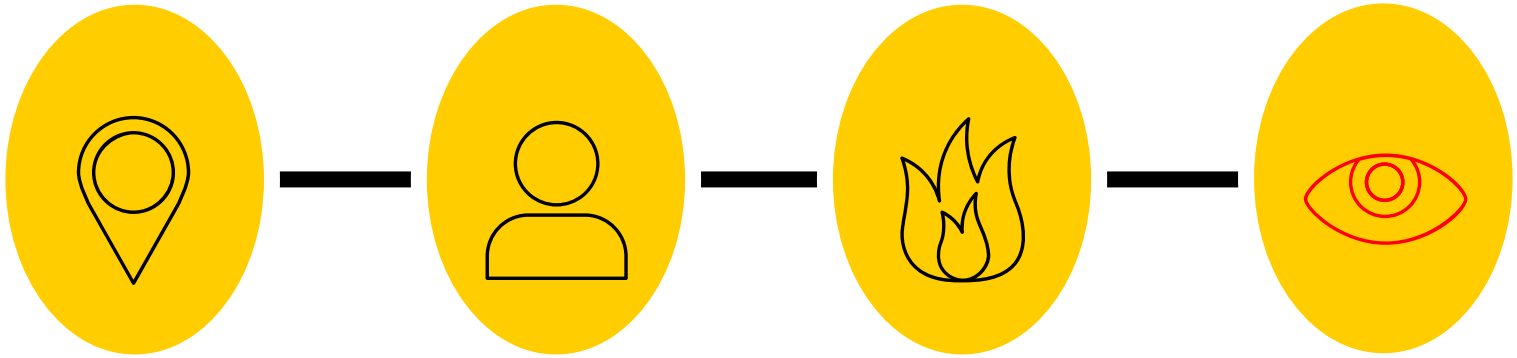
# Employee Performing Hot Work Must:

1. Use the University of Iowa Hot Work Permit
2. Inform the shift supervisor or designee of planned work activities within designated areas requiring a Hot Work Permit
3. Sign Part 1 of the Hot Work Permit as the person performing the Hot Work
4. Request signature from Fire Safety Supervisor. Must be someone different than the person performing the Hot Work.
5. Complete all required fields on Part 2 of the Hot Work Permit
6. Affix the authorized Hot Work Permit (Part 2) to a visible place in the work area.

# Employee Performing Hot Work Must:

7. Ensure that tools and equipment are in satisfactory condition and good repair, and the proper use of PPE
8. Protect nearby personnel and passersby against heat, sparks, etc.
9. Ensure Fire Watch is present at all times before, during, and after the Hot Work
10. Conduct the Hot Work operations
11. Stop Hot Work operations if any new hazards are introduced to the area.
12. Once the Hot Work has been completed, finish the time stamp section on Part 2

# Standard Hot Work Procedures & Responsibilities



**Hot Work Locations**

**Fire Safety Supervisor**

**Employee Performing the Hot Work**

**Fire Watch**

# Fire Watch

1. Inspect and monitor to ensure that safe conditions are readily and maintained during Hot Work operations.
2. The Fire Watch will have fire extinguishing equipment readily available and will be trained in its use.
3. The Fire Watch has the authority and will stop Hot Work operations if unsafe conditions develop.
4. Shall remain in the Hot Work area **during the entire period of Hot Work** activities **and for 60 minutes thereafter,** including any break in activity.
5. Prior to leaving area, perform final inspection, sign and time stamp Hot Work Permit Part 2
   A. In the event that the current Fire Watch has to leave the area, Hot Work activities must cease or replace Fire Watch.
   B. Person performing Hot Work cannot also be the Fire Watch for the same Hot Work Permit unless they are replacing the fire watch after they are done performing the Hot Work.

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# How to Obtain and Use a Hot Work Permit

A. Always ask yourself – “Is there a safer alternative to Hot Work?”
   - If yes, use the safer alternative.
   - If not, continue to next step.

B. Hot Work request is directed to the designated Fire Safety Supervisor.

C. Fire Safety Supervisor visits the Hot Work site with the requestor to review the planned Hot Work and site.

D. Fire Safety Supervisor fully completes the balance of the Hot Work Permit Part 1 (signature required).
   - University – Part 1 is kept by the Fire Safety Supervisor for reminder/notification.
   - UHIC – Part 1 is kept in the UIHC Fire Safety Office for tracking.

E. Hot Work Permit Part 2 is given to the individual performing the Hot Work to complete and visibly post at Temporary Hot Work Site.

# How to Obtain and Use a Hot Work Permit

F. The person performs the Hot Work, with Fire Watch present

G. After Hot Work is completed, the person performing the Hot work must complete Part 2 of the Hot Work Permit while the Fire Watch stays at the work site for 60 continuous minutes monitoring for smoldering and fire development.

H. At the end of the 60 minutes, the Fire Watch signs the “post Hot Work Fire Watch” on Permit Part 2.

*Remember – During the Hot Work the Fire Watch cannot be the same as the person performing the Hot Work.

I. Once Hot Work Permit Part 2 is completed and verified, return Permit Part 2 to the Fire Safety Supervisor, or Permit Authorizer.

J. Fire Safety Supervisor inspects the permit for accuracy and competition to identify any mistakes prior to submission

K. J. Fire Safety Supervisor or Permit Authorizer should forward completed Permit Part 2 to:

- University:
  i. FM Occupational Fire & Life Safety Manager, 200 University Services Building, or
  ii. If it is a Design & Construction Project, the construction manager
- UIHC: UIHC Fire Safety Office

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# Annual Training Requirement

- **At UIHC:** contact UIHC Fire Safety for UIHC training registration info

- **Outside UIHC:**
  - For non-uiowa staff: https://learn.uiowa.edu/
  - For students: https://compliance.hr.uiowa.edu/
  - For UI staff: Employee Self-Service

  *If you would like more knowledge on Hot Work, please feel free to take the course on ICON

# Summary

- **Emphasized Standard Hot Work Procedures & Responsibilities**
- **Showed the Process to Obtain and Use a Hot Work Permit**


HAWKEYE ON SAFETY
BE SAFE AND IF IT LOOKS UNSAFE... REACT!

# QUESTIONS

**University Campus Safety**
808 UCC
(319) 335-5389
https://police.uiowa.edu/fire-safety
bruce-mcavoy@uiowa.edu

**UIHC Safety & Security**
0081 RCP UIHC
(319) 356-2658

Website on UIHC intranet

**Facilities Management Work Control**
210 USB
(319) 335-5071
https://www.facilities.uiowa.edu/bls/wcc.html
facilities-wcc@uiowa.edu

**Risk Management**
202 PCO
(319) 335-0010

https://uiowa.edu/riskmanagement/
risk-management@uiowa.edu

**Environmental Health & Safety**
122 Grand Avenue Court
(319) 335-8501
https://ehs.research.uiowa.edu/
ehs-contact@uiowa.edu

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# QUESTIONS

**Brent Anderson**
**Facilities Management**
(319) 335-5444
brent-anderson@uiowa.edu

**Melissa Miller**
**Risk Management**
(319) 467-1327
Melissa-miller-1@uiowa.edu

# FM Safety Culture…

**Planting the Safety Culture seed, growing / nourishing Safety Culture, Yielding Safety Culture**

# Safety Culture…

- OSHA, “Safety Culture is the environment where the attitudes, behaviors, and perceptions of all workers are reflected in the health and safety of the workplace”.

- We make Safety Culture personal.  Not just in the workplace but all encompassing in everything that you do.
  - Home, Work, & Play

# FM Safety Culture

- COOPerative approach
  - Leadership Commitment / Style
  - Employee Empowerment / Involvement
  - Teamwork / Family
  - Communication
    - Constant / Continuous, Timeliness, Open / Honest
  - Established Programs / Procedures
    - Compliance w/ procedures
  - Reporting of all incidents, accidents, and near-misses
  - Incident / accident investigations (RCFA)
  - Checks / Balances
    - Audits
    - Metrics
  - Investments
    - Organizational Learning / Training / Competence
    - Resources
    - PPE

# Moving the Safety Culture Needle within FM

- Metrics over the past 9 years…
  - FROI (First Report of Injury) improvement of 62%
  - OSHA Recordables; improvement of 60%.
  - OSHA LTA (Lost Time Accident); improvement of 83%.
  - OSHA Lost Days; improvement of 63%.
  - OSHA Restricted Cases; improvement of 50%.
  - OSHA Restricted Workdays; improvement of 72%.
  - OSHA “Other Cases”; stable w/avg of 4/yr.

# Safety Solutions…

Process in place to help improve safety across campus

# Safety Solutions

## What is Safety Solutions?

Safety Solutions is a mechanism to report safety related hazards, concerns, suggestions, and near-misses (situations that could have resulted in an incident or injury but did not).

## Who can use Safety Solutions?

Any member of the University - faculty, staff, or students.

## Be a Voice for Safety

### How to access Safety Solutions

1. Go to Safety Solutions at https://bizhub.facilities.uiowa.edu/bizhub/safety/incident
2. Log in with your HawkID and password.
3. Complete the form and submit for review.

**Sponsored by:**

IOWA Environmental Health and Safety Office

IOWA Facilities Management

IOWA Business Services
Risk Management

IOWA University Human Resources

# Environmental Health and Safety

BIOLOGICAL | CHEMICAL | LAB SAFETY | OCCUPATIONAL | RADIATION | WASTE/ENVIRONMENTAL | ABOUT US

## Emergencies

Work Related Illness/Injury

Hazardous Waste Contingency Plan

Hazardous Materials Spills

## News and Updates

EHS Open "Office" Hours

EHS Laboratory Safety Seminar

SAFETYmatters Newsletter

Accessing EHS Written Manuals and Forms

more

Chemical Inventory EHSA | Waste Pickup Request | EHS Safety Training | Chemwatch - SDS

OSHA Inquiries and Inspections | Safety Solutions | Health & Safety Policy

## Related UI Programs


Public Safety


FM@YourService


Fire Safety


UI Employee Health Clinic


Ergonomic Assessment


Environmental Compliance


Risk Management


Office of Emergency Management

# Safety Solutions

Environmental Health and Safety (EHS), in collaboration with Facilities Management (FM), Risk Management, and University Human Resources, has released ***Safety Solutions***, a mechanism to report:

- safety hazards or concerns,
- suggestions to improve safety, including the safety culture, procedures, or oversight, and
- near-misses = a situation that could have resulted in an incident or injury but did not.

Any member of the University faculty, staff, or students can use Safety Solutions by accessing the link above and signing in with their HawkID. The purpose of Safety Solutions is to encourage the campus community to be an active participant in ensuring a safe and healthy campus environment.

Safety Solutions should **NOT** be used to report:

- Any incident that resulted in an injury/illness to a UI employee – use the First Report of Injury through Employee Self Service
- Any incident that resulted in an injury/illness to a non-UI employee (such as a student or volunteer) – use Risk Management's Incident Report Form
- Building or grounds maintenance – use FM@YourService
- Criminal or Emergency situations (including use of a fire extinguisher) – 911 or Department of Public Safety
- Any concerns or events relating to UIHC – report through The Point
- Anonymous reporting – use Report a Concern

Following submission of a case, a group of administrators comprised of staff from EHS and FM will review the information.

## Initial Submission Information

The submission will either be addressed by the administrators or may be assigned to an individual within the department for further investigation. The investigation will provide an opportunity for questions, gathering additional information, and clarification, where needed. The investigator will propose a resolution and possible action items, where appropriate.

## Investigation Procedure

The campus user that submitted the form will be able to see the status of their submission by logging into Safety Solutions.

- New Item: Case has been submitted.
- In Review: Case is in review.
- Pending: Case is in review with Departmental Safety Administrator.
- Final Review: Proposed solution is being reviewed by Safety Solutions Administrators.
- Approved: Case is closed.

An email will be sent to the campus user when the workflow is complete and will allow full review of any information gathered during the process and any subsequent resolutions or action plans.

Any questions or concerns with Safety Solutions should be addressed to Haley Sinn, EHS Director, at haley-williams@uiowa.edu or 319-335-9553.


Spring into Safety
14 SPRING SAFETY TIPS CHECKLIST

# General Safety Tips…

- Remove any old paint cans and paint thinners, in addition to old newspapers and magazines. Your local landfill/recycling center should have a place for hazardous material drop offs to dispose of the chemical's safety.
- Consider your smoke alarms & CO Detectors. Do you have enough? Change the batteries each spring to be sure you are properly prepared. Clean the dust covers of each.
- A good time to review your emergency escape/response plan with each member of the family in the event of an emergency, (fire, weather, gas leak, etc.).
- Replace your furnace filter.
- Grease can accumulate on your stove hood. Properly clean them as it is a way to keep flames from spreading should a fire break out.
- Check all of your fire extinguishers needle indicators and dates to be sure that they are ready to utilize. Also, assess if you have enough of them and in the possible needed locations.
- Clean around your dryer. Pay close attention to any ducts or dampers to be sure that lint has not accumulated and blocked the space. Accumulations of lint can lead to a fire.
- Check all chords to prevent an electrical fire. Make sure they are not frayed and wires are not visible.

# General Safety Tips…

- Remember all aspects of ladder safety if needing to utilize them.
  - Do not use ladders in high winds or storms
  - Wear slip-resistant shoes while using.
  - Inspect the ladder before utilizing.
  - Ensure that the duty rating is more than the total weight of the climber, tools and other objects that will be placed on the ladder.
  - Choose a ladder long enough that you do not have to stand on the top rung or step. Stay off the top two rungs of a step ladder and the top three rungs of an extension ladder.
  - Your ladder should extend minimally 3’ above the working surface such as a roof.
  - When using an extension ladder remember to set the ladder at the correct angle which is 4:1, (for every of ladder height you are 1’ out).
  - Tie off the ladder to prevent it from slipping.
  - Be aware of any overhead or nearby electricity to not come into contact.
  - Place the ladder on firm, level ground.
  - Only allow one person a ladder at a time.
  - Do not position a ladder in front of closed doors.
  - Utilize 3-points of contact to reduce the risk of slipping or falling. Face the ladder with two hands and one foot or two feet and one hand in contact with the ladder or side rails.

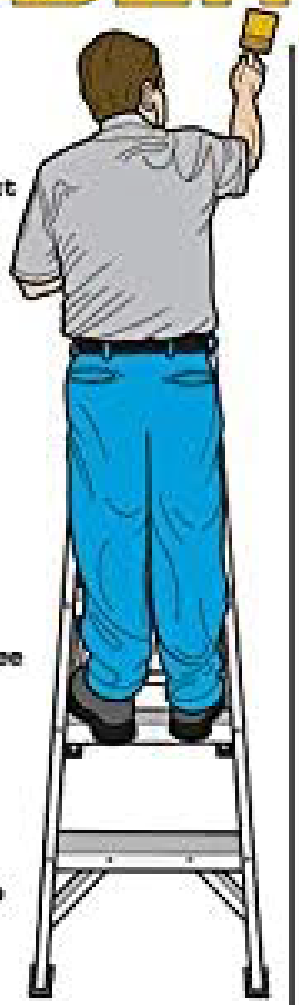
# Outdoor Safety Tips…

- Check outdoor cords for frays and damage.
- Check any gas-operated equipment to be sure all fuel lines are safe.
- Do not store gasoline in an open space.  Be sure all equipment used for lawn equipment and outdoor purposes has been properly fueled outdoors to eliminate the risk of inhalation.
- Be cautious of chemical usage (cleaning, yard care, etc.) as they may pose numerous health hazards as well as flammability.
- Be cautious with grilling (gas/charcoal).  Always keep a good distance from structures as well as inspect all items prior to use.

# LADDER SAFETY

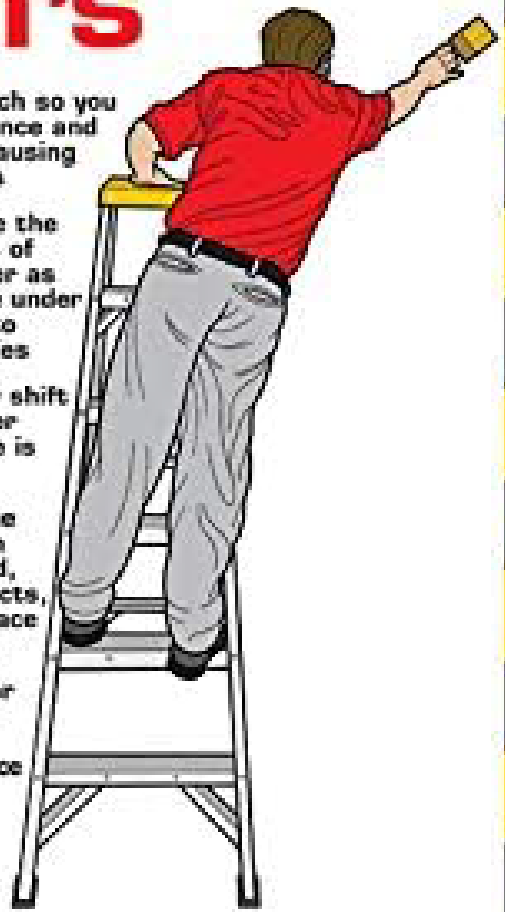
## DO'S

1. Do maintain 3 points of contact on the step ladder:
   - 2 feet & 1 hand or
   - 2 hands & 1 foot
2. Do place the step ladder on level ground, solid and an unmoveable surface
3. Do face the step ladder when ascending or descending
4. Do stay centered on the step ladder
5. Do fully open the step ladder and lock supports in place
6. Do brace yourself with your free hand if possible
7. Do carry tools in a toolbelt or pouch not in your hands
8. Do use a step ladder with non-slip feet
9. Do use the right height of step ladder for the job
10. Do inspect the step ladder before using it



## DONT'S

1. Don't overreach so you lose your balance and fall possibly causing severe injuries
2. Don't ever use the top two steps of the step ladder as it can collapse under you and lead to crippling injuries
3. Don't move or shift the step ladder while someone is on it
4. Don't place the step ladder on uneven ground, moveable objects, or a soft surface
5. Don't carry a heavy object or load that can cause you to lose your balance
6. Don't fold up and lean the step ladder against a wall or surface



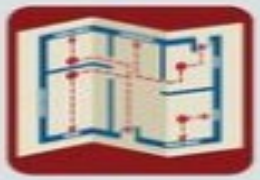
ALORA

# Every Second Counts: Plan 2 Ways Out!™

**How fast does fire move? Very fast. You could have less than 2 minutes to get out safely once the smoke alarm sounds.**

**7 steps to practicing your escape plan**

1



Draw a map of your home. Include all doors and windows.

2

Find two ways out of every room.

3

Make sure doors and windows are not blocked.

4

Choose an outside meeting place in front of your home.

5

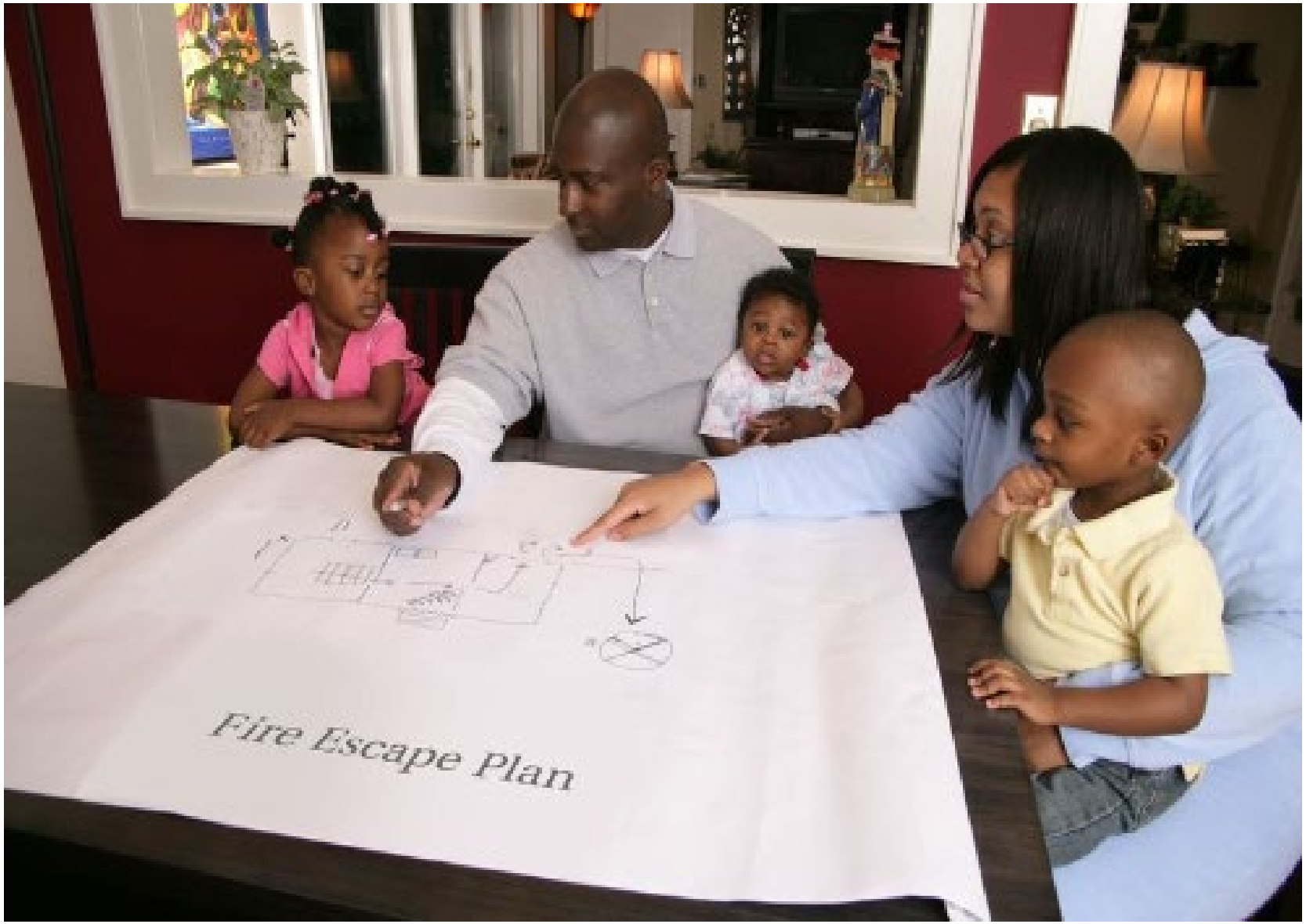
Push the test button to sound the smoke alarm.

6

Practice your drill with everyone in the home.

7

Get outside to your meeting place.

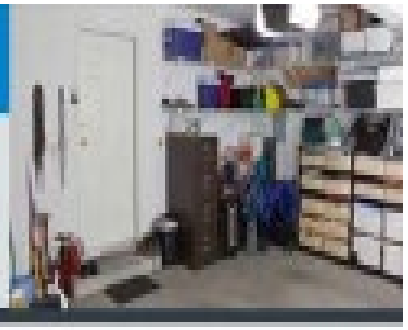

Fire Escape Plan


Plan and practice your home
escape plan with children.

# Prevent home garage fires.

Store flammable items like oil, gasoline, paints, propane and varnishes in a shed away from your home.

# Prevent Home Garage Fires



## Did you know?

**Garage fires tend to spread farther and cause more injuries and dollar loss than fires that start in all other areas of the home.**

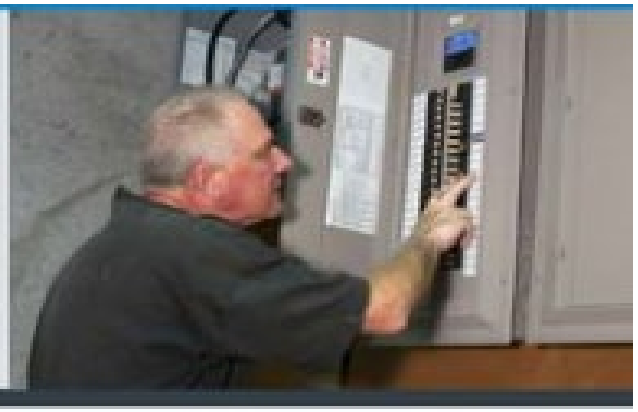
**Keep your home safe by following a few easy tips:**

- Store oil, gasoline, paints, propane and varnishes in a shed *away* from your home.
- Keep items that can burn on shelves away from appliances.
- Plug only one charging appliance into an outlet.
- Don't use an extension cord when charging an appliance.

**Garage safety through construction — install:**

- A 20-minute fire-rated door that is self-closing and self-latching from the garage into the house.
- A ceiling made with 5/8-inch Type X gypsum board (or the equivalent) if you have living space above the garage.
- A wall with 1/2-inch gypsum board (or the equivalent) if the wall attaches the garage to your home.
- An attic hatch cover if you have attic access from the garage.
- A heat alarm — not a smoke alarm — in your garage. The heat alarm will sound if the temperature rises too high. Learn more about what type of heat alarm is best for garage installation at www.usfa.fema.gov.

# Prevent Home Electrical Fires



## Did you know?

**Electrical malfunction is the leading cause of home fires year after year.**

**Share these electrical fire safety tips in your community:**

- Electrical work should only be done by a qualified electrician.
- Check your electrical cords. If they are cracked or damaged, replace them. Don't try to repair them.
- Don't overload extension cords or wall outlets.
- Never use extension cords with appliances. Plug them directly into wall outlets.

# CARBON MONOXIDE (CO) POISONING


CAN'T BE SEEN

CAN'T BE SMELLED

CAN'T BE HEARD

CAN BE STOPPED

# Smoke is poisonous.

Get low to the ground and go under the smoke to your exit if you must escape through smoke.


10
years
Replace your alarms after 10 years.
Smoke alarms do not last forever. If your alarms are 10 years old or older, replace them with new alarms.


Prevent outdoor fires.
Keep your fire pits, personal fireplaces and torches at least 10 feet from your home or anything that can burn.
10
feet

# Test your smoke alarms once a month.

A smoke alarm can save your life in a fire. Use the test button to make sure your smoke alarms are working.


10
years
Replace your alarms after 10 years.
Smoke alarms do not last forever. If your alarms are 10 years old or older, replace them with new alarms.


Put smoke alarms in every sleeping room, outside each separate sleeping area, and on every level of your home, including the basement.

# Keep Your Family Safe From Household Chemicals

**Chemicals you use in your home can be dangerous to your health and the environment. To keep your family safe, follow these safety tips when you use, store or throw them out.**

## Use and storage tips:

- Follow the instructions on the label when you use and store household chemicals.
- Don't mix products. This can cause deadly gases or cause a fire.
- Store products in their original containers.
- Store anything that can catch on fire away from your home.
- Only fill portable gasoline containers outdoors in an airy area. Make sure to place the container on the ground when you fill it.
- Never store materials that can cause a fire in the sun or near an open flame or heat source.
- Store these materials out of the reach of children and pets.
- Use safety locks and guardrails on shelves and cabinets when you store materials. This will prevent them from falling or tipping.
- Wear gloves or goggles when you use these materials.

## When you need to throw them out:

- Follow the instructions on the label.
- Aerosol cans might contain chemicals that can burn. If you put them in the trash, they can explode or start a fire.
- If you have a spill, clean the area and put the containers in an airy place. If you cannot control the spill, or are unsure about cleanup and disposal, call your local fire department.

# DO NOT MIX THESE CLEANING PRODUCTS

## BLEACH + VINEGAR

Bleach and vinegar mixture produces chlorine gas, which can cause coughing, breathing problems, burning and watery eyes.


## BLEACH + AMMONIA

Bleach and ammonia produce a toxic gas called chloramine. It causes shortness of breath and chest pain.


## BLEACH + RUBBING ALCOHOL

Bleach and rubbing alcohol makes chloroform, which is highly toxic.


## HYDROGEN PEROXIDE + VINEGAR

This combination makes peracetic/peroxyacetic acid, which can be highly corrosive

# Building Coordinator

Next meeting:
May 15, 2024, via zoom 11 AM to 12 PM

Proposed Agenda:

Design and Construction

FM Alerts

# Questions?
# THANK YOU!

Feedback welcome by emailing stephanie-rourke@uiowa.edu