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

- 100% OSHA compliant
- Processes documented
- Fully integrated with day-to-day business
- Monthly Functional Area Safety Committee meetings
- Qtrly FMD Safety Committee meetings
- One Safety Audit per employee per month, including Management
- Audit actions communicated & resolved
- Perform annual ESH Program Review
- All employees have an ESH training plan
- Training compliance at all times >95%; Goal 100%
Facilities Management

Safety Management Plan

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
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 – 2\textsuperscript{nd} Tue of Jan, 3\textsuperscript{rd} 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
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
FMD
ESH Management Plan
Supported By . . .
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
Supporting 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
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_Checlist_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_Inllnesses\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
Safety Management Plan

Facilities Management

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 advise on FMD Safety Committee
  - Provide ESH Awareness – Monthly Safety Topics, Bulletins, Compliance Issues
  - Represent FMD interests at OESO and University level