

## **FACILITIES MANAGEMENT SAFETY MANUAL INTRODUCTION**

Every safety and health program has a single purpose - - to keep people on the job by reducing accidents, injuries, and illness. However, safety programs are more than injury-prevention programs. They are designed to improve the life of all employees both at home and at work.

In order to make your safety program consistent, the Facilities Management Safety Team, you, and your fellow workers have developed the following safety manual. Your safety manual contains safety rules, as well as recommendations, which will help create a safer working environment. Your manual will give you assistance in recognizing hazardous conditions and what to do about them.

Your safety manual, like any manual, cannot cover all situations. But with a commitment to safety by all, our safety program can reach its full potential.

Chapter 2 is to be read by everyone, as its information can be applied to many of the different shops. The other sections are specific to each shop and need be read only by those within that respective shop.

### SAFETY TEAM MISSION STATEMENT

The Facilities Management Safety Team consists of cross-sectional representatives from within Facilities Management and Environmental Health Services. This Team identifies, develops, and recommends safety policies and procedures necessary to promote the safest possible work environment for FACILITIES employees.

### SAFETY POEM (AMERICAN SOCIETY OF SAFETY ENGINEERS, PUBLIC SAFETY NEWS, FALL 1993)

It's not just the hard hat, the gear and the glove,  
That bring you home safe to the family you love.  
The guard on the grinder, the chain on the hose.  
The safety-load binder, the foul weather clothes.

The latch on the lad hook, the outrigger block,  
Emergency brakes and the standard wheel chock.  
The safety valve feature on high-pressure tanks,  
The cave-in protection on vertical banks.

The well-insulated belt guard, the safety toe shoes,  
The fire extinguisher, ready to use.  
The safety belt that holds you inside of your car,  
The road signs of safety, wherever you are.

These things are mere tools, like a carpenter's plane.  
They won't produce safety, or minimize pain.  
Your health and safety depend on you,  
On whether you think about the things that you do.

So think before acting; make thinking a rule,  
Make use of your brain...your best safety tool.

**FACILITIES MANAGEMENT SAFETY POLICY**  
**Statement from former Governor Roy Romer**

**Whereas**, injuries and illnesses in state workplaces impose a substantial burden upon the public employee in terms of personal tragedy and increased medical costs, and to the public employer in terms of lost efficiency and production, economic costs of retraining and replacement of injured and ill employees, lost production, workers' compensation payments, and health insurance costs; and

**Whereas**, the public employees of the State of Colorado deserve a workplace free from recognized hazards which cause death or harm; and

**Whereas**, employees must be encouraged to report safety hazards; and

**Whereas**, the state should undertake to promptly investigate and correct safety deficiencies...

**Now Therefore**, I, Roy Romer, Governor of the State of Colorado, under the authority vested in me under the constitution and laws of the State of Colorado,

**ORDER:**

1. The State of Colorado will attempt to provide a safe and healthful workplace to its employees, free from recognized hazards that are causing or are likely to cause death or serious physical harm to its employees;
2. As directed in Executive Order DO22 89 shall include the executive director and/or chief executive officer of a higher education institution shall establish a safety committee . . . . for the agency. The purpose of the Safety Committee will be to establish agency safety policies and procedures; to review the efficiency of such policies and procedures during the course of the year; and to evaluate and coordinate with the state Risk Manager's Office recommended changes and actions necessary to have the safest possible work environment. Each of these safety committees should have the executive director of college/university president as its chief member and the participation of employees and/or employee representatives. The purpose of establishing such committees is to ensure that issues affecting employee safety will be dealt with at the highest organizational levels.
3. The Division of Risk Management and the Safety Committee established by each executive director or president of each institution shall establish reasonable occupational safety and health standards that protect the health and safety of state employees. The Division of Risk Management and the Safety Committee shall request assistance including information and materials from the Occupational Safety and Health Administration on employee safety in the workplace. The Division of Risk Management and Safety Committee shall determine what parts, if any, of the relevant Occupational Safety and Health Standards might be used as guidelines in establishing the occupational safety and health rules for the agency. Each agency shall report its progress in implementing the provisions of this paragraph and the remainder of the Executive Order to the Governor no later than January 3, 1990.
4. The Office of Risk Management working with the executive directors of the respective agencies is directed to establish procedures to ensure that all health and safety concerns identified by employees are brought to the immediate attention of the department head or president of an institution, are promptly and thoroughly investigated, and unsafe conditions are corrected as soon as possible.

5. Employees shall be protected against retaliation for filing complaints and testifying with respect to health and safety issues. Classified employees are protected under State Personnel Board Rule R-8-21. All employees are protected under the Whistleblower Act. C.R.S. 24-50-5-101 et. seq. Any complaint regarding such retaliation shall be investigated by the Department of Personnel.
- . Copies of this Executive Order shall be distributed to all state departments and agencies and shall be displayed in prominent locations in their offices and facilities, particularly those locations in which employee notices are generally posted.

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