

DESIGN, CONSTRUCTION, AND ENGINEERING SAFETY PROCEDURES

Facilities Design, Construction, and Engineering are the planners, designers, engineers, and project managers of projects performed by Facilities Management. Also, they are construction administrators for projects contracted outside of Facilities Management. Work performed includes designing the architectural, mechanical, and electrical systems; managing these projects and providing the office support for these activities. Hazards may be encountered in this area during travel in steam tunnels, while performing on-site inspections, and when entering areas contaminated by asbestos. These concerns should not be taken lightly, and will be addressed in this section along with other potential hazards.

TRAVEL IN HAZARDOUS/ISOLATED AREAS

When traveling in isolated areas alone, make co-workers aware of your whereabouts. Use the checkout board in the office AND tell someone in the department of your exact location and expected time of return. Upon return, erase your name from the checkout board and let co-workers know you are back. If you are delayed, or encounter other problems, notify the office or Facilities Dispatch that your schedule has changed.

TRAVEL IN STEAM TUNNELS

- ◆ Do not enter steam tunnels or confined spaces without proper training and the appropriate clearances.
- ◆ Check with Facilities Dispatch, or with the Heating Plant manager, to determine if there are any special hazards or conditions that may require additional precautions or equipment. Verify if there is any asbestos located in the area to be entered, and then secure the necessary safety and protective equipment prior to entering the tunnel.
- ◆ Use the Heating Plant sign-out key list. Check out when you leave, and check in when you return.
- ◆ Always use the "buddy system." **DO NOT GO ALONE!**
- ◆ Take a radio, and contact the dispatcher before leaving. Provide estimated time of return, and check in at time of your return. Know the appropriate emergency telephone numbers. Do not attempt rescues in confined spaces. Call for assistance.
- ◆ Take along any other necessary equipment, such as a flashlight.
(For Confined Space guidelines, refer to Chapter 18.)

ON-SITE, FIELD WORK

- ◆ A hard hat must be worn during visits to construction sites.
- ◆ Avoid wearing loose clothing, such as ties or scarves.
- ◆ Remove rings and jewelry prior to visiting construction sites.
- ◆ Wear shoes that are appropriate for the conditions.
- ◆ Be aware! Construction sites frequently have hazards that are not particularly obvious: e.g., sharp objects lying or projecting upward from the floor; sharp objects on or protruding from walls; sharp edges on metal studs; sharp edges on ductwork; low head clearance; and restricted walking or climbing areas.
- ◆ Exercise caution when near rotating equipment, power equipment, and "live" electrical parts. Treat electrical panels as though they are energized unless there is evidence to the contrary.
- ◆ Avoid touching energized electrical panel wiring or other electrical parts. If assistance is required in determining panel capacity, the existence of spare breakers, or tracing existing circuits, contact an electrician.
- ◆ Do not touch things that are unfamiliar. Before beginning a tour, ask the on-site foreman for information about any hazards. This enhances awareness and personal responsibility for activities while on the site.

- ♦ Report to Facilities Dispatch any hazardous campus conditions needing repair or maintenance. If any hazardous conditions on a construction site are noted, notify the project manager immediately so that the condition may be corrected.

WORKING WITH ELECTRICITY

- ♦ Before attempting any connection or activation of equipment, become familiar with the equipment, including reading installation and safety precautions pertaining to the equipment. When in doubt, be safe and ask a qualified electrician for assistance.
- ♦ Have appliances/equipment switched off when connecting power cord.

EXTENSION CORDS:

- ♦ Do not connect appliances or equipment that have frayed or cracked power cords, or cords with loose or broken plugs. Report any hazardous conditions, and have them repaired.
 - ♦ Extension cords are to be avoided except for short-term use.
 - ♦ Extension cords are frequently tripping hazards and should be covered and marked when in any traffic area.
- ♦ Refer to the ELECTRICAL SHOP SAFETY PROCEDURES (Chapter 6) of this manual.

OFFICE SAFETY

- ♦ Keep filing cabinet drawers closed when not in use.
- ♦ Do not stand on office chairs. Use a stepladder.

Refer to the OFFICE ERGONOMICS (Chapter 24) and Exercise and Relaxation Techniques (Chapter 24, page 3) of this manual.