

# RISK SUMMIT 2023



Resilience Through  
Collaboration:  
Stronger Together

## A Successful Partnership: How to Develop and Implement a Comprehensive Safety Program for Facilities Management

**Eric Allton, Safety Specialist, EHS (FM Safety Coordinator)**

**Matt Gudorf, Interim Assistant Vice Chancellor, Facilities  
Management**

**John Sterritt, Executive Director, EHS**

# FM – At a Glance

- **Building Maintenance**
- **Grounds / Irrigation**
- **Central Plant Operations**
- **Custodial**
- **Electrical**
- **Elevators**
- **Energy & Utility Management**
- **Exterior Construction**
- **High Voltage Operations**
- **HVAC & Refrigeration**
- **Lock & Security**
- **Moving & Events**
- **Paint Shop**
- **Pest Management**
- **Plumbing**
- **Recycling & Refuse**
- **Renovations & Alteration/Engineering**
- **Sheet Metal**
- **Building Records**
- **Sign Shop**

**>330 employees**

# UCI Facilities Management

Allen Shiroma  
Associate Vice  
Chancellor,  
Environmental &  
Facilities Services

Matt Gudorf  
*Interim* AVC Facilities  
Management

Renee Mihalovich  
FM Administration  
Mgr

Administration &  
Service Desk

Robert Rice  
Asst. Director, Custodial &  
Grounds Ops

Gerald Nearhoof  
Asst Dir Utilities  
Operations

Stephan Fedele  
Asst Dir Skilled  
Trades

Joseph Fleshman  
*Interim* Director Energy,  
Engr and Inspections

Adam Feuerstein  
*Interim* Director Proj Svces

Rick Ternet  
Sr. Grounds,  
Superintendent &  
Pest Control

Anne Kriehoff  
FM Recycling &  
Sustainability Prg MGR

Jacqueline Castaneda  
Sr. Supt, Custodial,  
Recycling, Moving &  
Event Services

Michael Bonomo  
Central Plant Sr.  
Superintendent

James Layne  
Security  
Infrastructure Prog  
Mgr

John Walker  
Supv Electrical Shop

Energy

Project Management

Kyoko Adachi  
Sr. Const Project Mgr

Alfredo Mendez  
Superintendent,  
Grounds & Irrigation

Joel Villanueva  
*Interim* COVID Supv

Deborah Aceves  
Asst Superintendent

Sergio Sanchez  
Asst Superintendent

High Voltage & Cogen  
Instrument Technicians

Lock & Security

Electrical

Mike Widgery  
*Interim* Inspection Mgr

Greg Feazel  
Sr. Const Project Mgr

Grounds and  
Irrigation

Custodial Supv

Rodrigo Rosales  
Custodial Supv

Jesus Jacobo  
Custodial Supv

Tony Garrit  
Central Plant Shift  
Supv

Bogidar Petkov  
Bldg Automation  
Supervisor

Jeff Crouch  
Supv Plumbing

Inspection

Trades Coordination

Joel Villanueva  
Sanitation &  
Hardscape Sup

Laborer + Custodian

Martin Ambrosio  
Custodial Supv

Fernando Garcia  
Custodial Supv

Cogen Operators  
(Day)

Bldg Auto Cntrl Tchn

Plumbing

Frederick Bockmiller  
Manager, Engineering

Hardscape &  
Sanitation

Noe Barajas Mendoza  
*Interim* Custodial Supv

Custodial Services

Custodial Services

Ricky Farmer  
Central Plant Shift  
Supv

James Bradney  
HVAC Supervisor

VACANT  
Supv Carpenter

Engineering

Building Records

Project Management

Custodial Services

Custodial Services

Custodial Services

Cogen Operators  
(Night)

HVAC, Sheetmetal,  
Refrigeration

Carpentry

Charles Casella  
Supt Bldg, Paint,  
Roof, Signs, Elevator

Custodial Services

Custodial Services

Custodial Services

VACANT  
Cogen Shift Supv

Cogen Operators  
(Night)

Paint/Sign/Build  
Maint/ Roofing

Ramiro Castillo  
Warehouse Mgr

**>330 Employees**

# Facilities Management's Position:

**Safety is OUR responsibility**

- **Lead our own safety tailgates**
- **Perform our own shop inspections**
- **Make time for required training**
- **Be in the field and on the lookout**

# A PARTNERSHIP IN THE MAKING



**UCI** Facilities  
Management

**UCI** Environmental  
Health & Safety



**Special thanks to UCI Facilities Management Department for their leadership and support in managing the program.**

# Program Benefits

- **Structured approach to identifying risk**
- **Defendable methodology for decision-making efforts**
- **Established/agreed risk prioritization approach**
- **Collaborative team-based approach (Committee)**
- **Better control of documentation, records and reports**
- **Established measurable criteria for performance**
- **Information/data to share with Senior Management**

# FM Safety Coordinator Position

**From 2005, Eric was working in the FM Grounds department and served as chair for FM's Safety Committee.**

**Assigned FM Safety Coordinator role in 2008 to support expanded injury prevention efforts.**

- **Approach to new role** - safety advocate not “safety guy”
- **Mindset** – everyone has the potential to become a “safety champion”
- **Primary goal** – continue building a healthy safety culture

**Eric transferred into EHS in 2020**

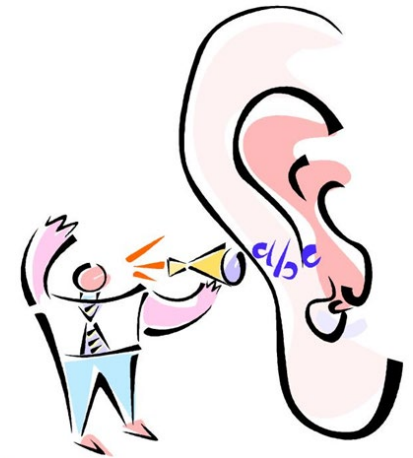


# FM Programs Supported by EHS

- **Arc Flash Safety**
- **Compressed Gas Safety**
- **Confined Space Entry**
- **Electrical Safety**
- **Ergonomics**
- **Fall Protection**
- **Hot Work**
- **IIPP/Safety on Site (SOS)**
- **Lockout Tagout Program**
- **Machine Shop Safety**
- **Manual Materials Handling**
- **Motorized Cart Safety**
- **PPE (Personal Protective Equipment in non-research areas)**
- **Tailgate Safety Meetings**
- **Trenching and Shoring**
- **Safety Training**
- **SOP/Procedure Development**
- **Working at Heights**

# FM Safety Coordinator Focus

- **EHS Liaison/Subject Matter Expert**
- **Coordinate injury investigations**
- **Conduct workplace inspections**
- **Safety committee chair**
- **Tailgate meeting support**
- **Emergency preparedness & response**
- **Be Smart About Safety project support**
- **Incident/close call reporting and investigation**



# Steps to Develop an Effective Work Process to Improve Safety Culture

**Step 1: Establish a shared vision to reduce workplace injuries**

**Step 2: Define performance objectives and commit necessary resources**

**Step 3: Implement an injury prevention program and monitor progress regularly**

**Step 4: Make necessary adjustments to improve performance outcomes**

# Step 1: Establish a Shared Vision

*Workplace Safety  
Is a Shared  
Responsibility*

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*Everyone Must Get  
Involved!*

- **Continue monthly safety committee meetings**
- **Reward employee “safe acts”**
- **Establish safety concern reporting system**

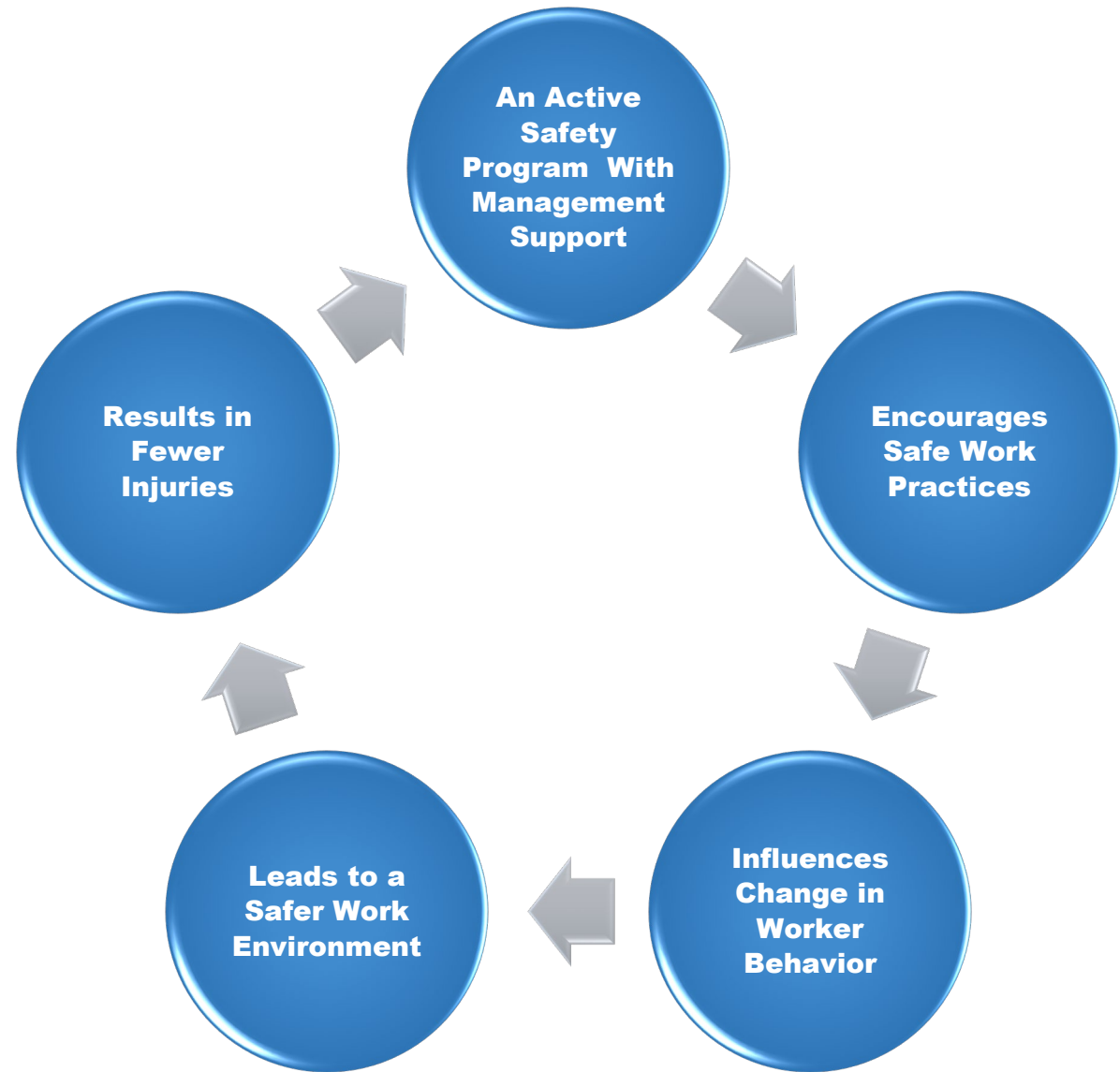
# Think Safety – Act Safely!

## Key Safety Committee Benefits

- **Increased communication between management and employees**
- **Members serve as role models for safe behaviors and work practices**
  - **↓ Injuries/lost workdays**
  - **↓ Workers' Comp claims**
  - **↓ Operating costs**
  - **↑ Improved program compliance**



**Step 2:**  
**Define**  
**Performance**  
**Objectives**  
**and Commit Resources**



# Step 3: Implement an Injury Prevention Program and Monitor Progress Regularly



## Consider the following:

If workplace injuries are usually the result of...

- Choices made by employees
- An unsafe work environment

## What is the next step for management?

**Get involved, promote safe work practices and discourage unsafe behaviors!**

**Implement an effective Injury Illness Prevention Program (CCR, Title 8, §3203) – UCI SOS Program**

# Introducing the UCI Safety on Site Program (SOS) to FM Employees

## Title 8 IIPP/SOS Overview

- **System for communicating**
- **Hazard identification/evaluation/correction and periodic inspections**
- **Accident reporting and investigations**
- **Training and instruction**



UCI FACILITIES MANAGEMENT Safety On Site (SOS) Work Unit Progress						
Levels of Accomplishment:						
<i>Level 1:</i> SR has been identified and completed their SR Training.						
<i>Level 2:</i> Work unit has completed annual Hazard Identification Checklist.						
<i>Level 3:</i> All work unit members have completed their Safety Training Self-Assessment and all required EHS training.						
<i>Level 4:</i> All work unit members participate in work unit specific training and discuss hazards / near-misses.						
WORK UNIT	LEVELS				SOS REP	CHART LEGEND
	1	2	3	4		
Administration						<div style="border: 1px solid black; width: 20px; height: 10px; background-color: white; display: inline-block;"></div> = In Progress <div style="border: 1px solid black; width: 20px; height: 10px; background-color: green; display: inline-block;"></div> = Completed
Building Automation						
Building Maintenance						
Carpentry Shop						
Central Plant						
Custodial Services						
Electrical Shop						
Exterior Construction						
Grounds / Irrigation / Urban Forestry						
High Voltage						
HVAC						
Lock & Security Systems						
Moving & Events						
Paint Shop						
Plumbing Shop						
Project Svcs / Energy / Engineering						
Refrigeration Shop						
Refuse Services						
Roofing						
Sheet Metal Shop						
Shop Stores						
Sign Shop						



## Step 4: Make Necessary Adjustments to Improve Performance Outcomes

*Workplace Safety  
Is a Shared  
Responsibility*

*Thanks for Doing Your  
Part!*

### **Spend time with employees!**

- **Thank them for their efforts and support**
- **Ask them for their opinion and refrain from judgement**
- **Evaluate feedback received**
- **Determine how to implement changes / improvements to safety program**
- **Share ideas with management**

### **Keep Management Involved!**

- **Ask for their help with SOS development**
- **Meet regularly to share program updates**
- **Encourage their active participation**

# A PARTNERSHIP IN ACTION



**UCI** Environmental  
Health & Safety

**UCI** Facilities  
Management



# Maintaining a Successful Partnership

- **Work together to complete SOS levels**
- **Identify joint initiatives/objectives and follow through to completion**
- **Meet regularly with leadership team to provide updates and review progress**

# Major EHS and FM Efforts

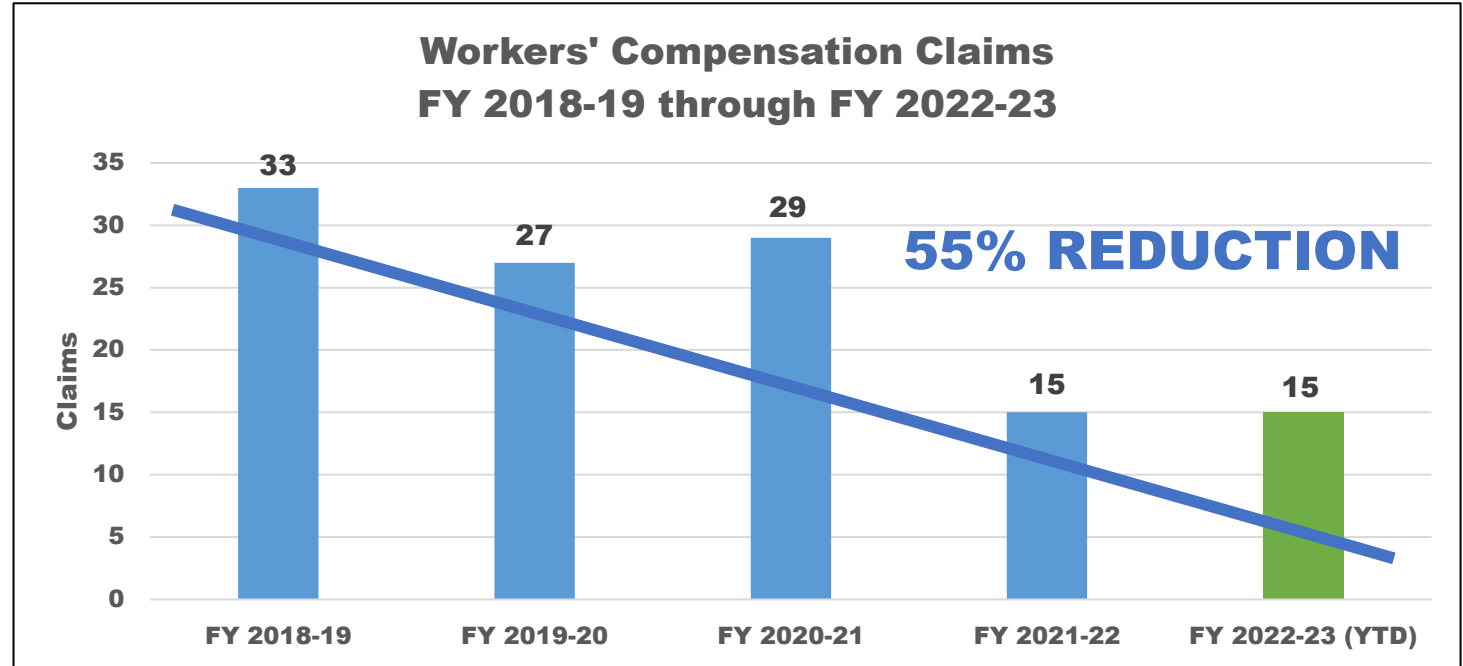
- **Monitor/report progress of SOS Program and established objectives**
- **Develop and implement Quarterly FM Program Review (with AVC)**
- **Develop and implement a monthly FM Program Review for FM senior management team**
- **Develop and implement periodic EHS inspections and report/manage closure of findings**

**EHS and FM meet regularly to review data and discuss how to best manage ongoing loss prevention and compliance efforts.**

# Manage Injury Prevention Efforts

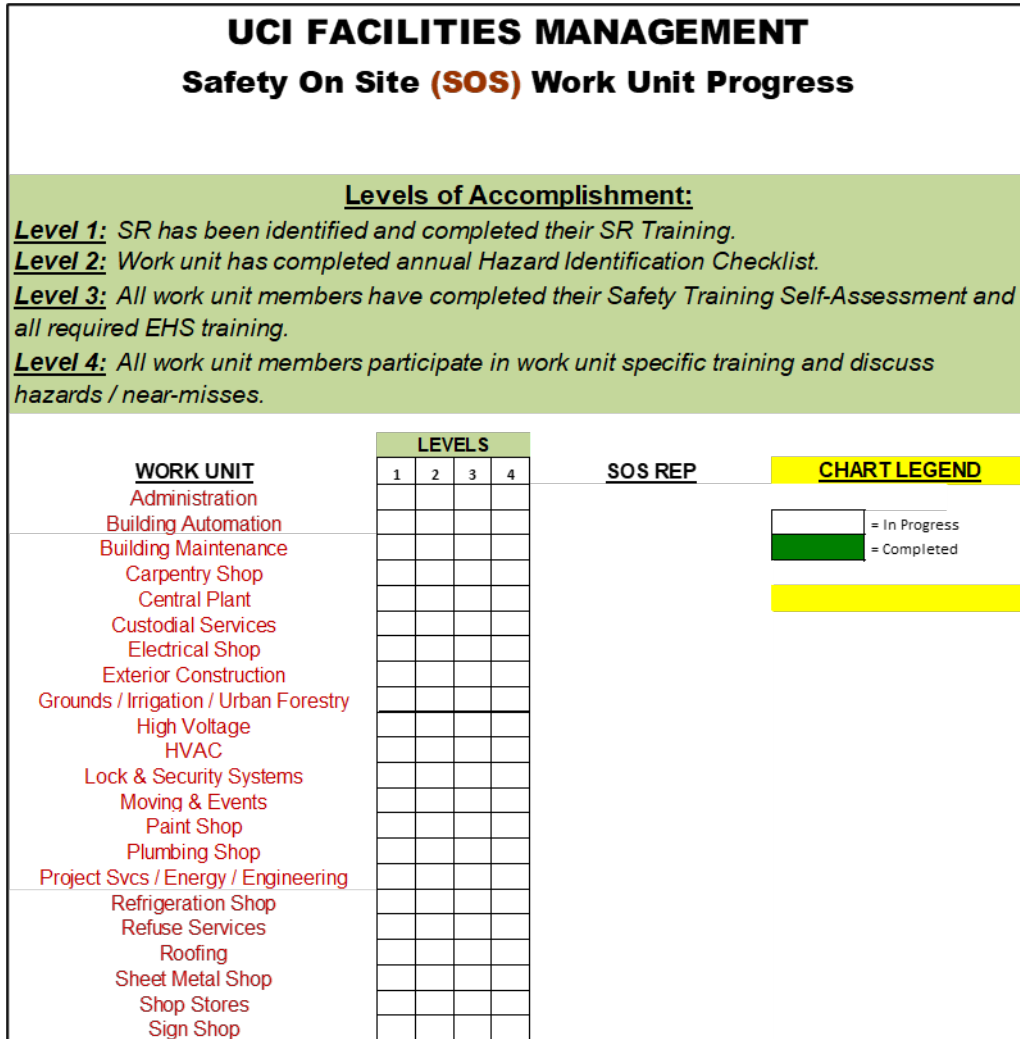
## Factors to consider:

- **Campus growth and takeover of daily maintenance for new construction**
- **Increased workload and reduced staffing**
- **Size and complexity of workforce**

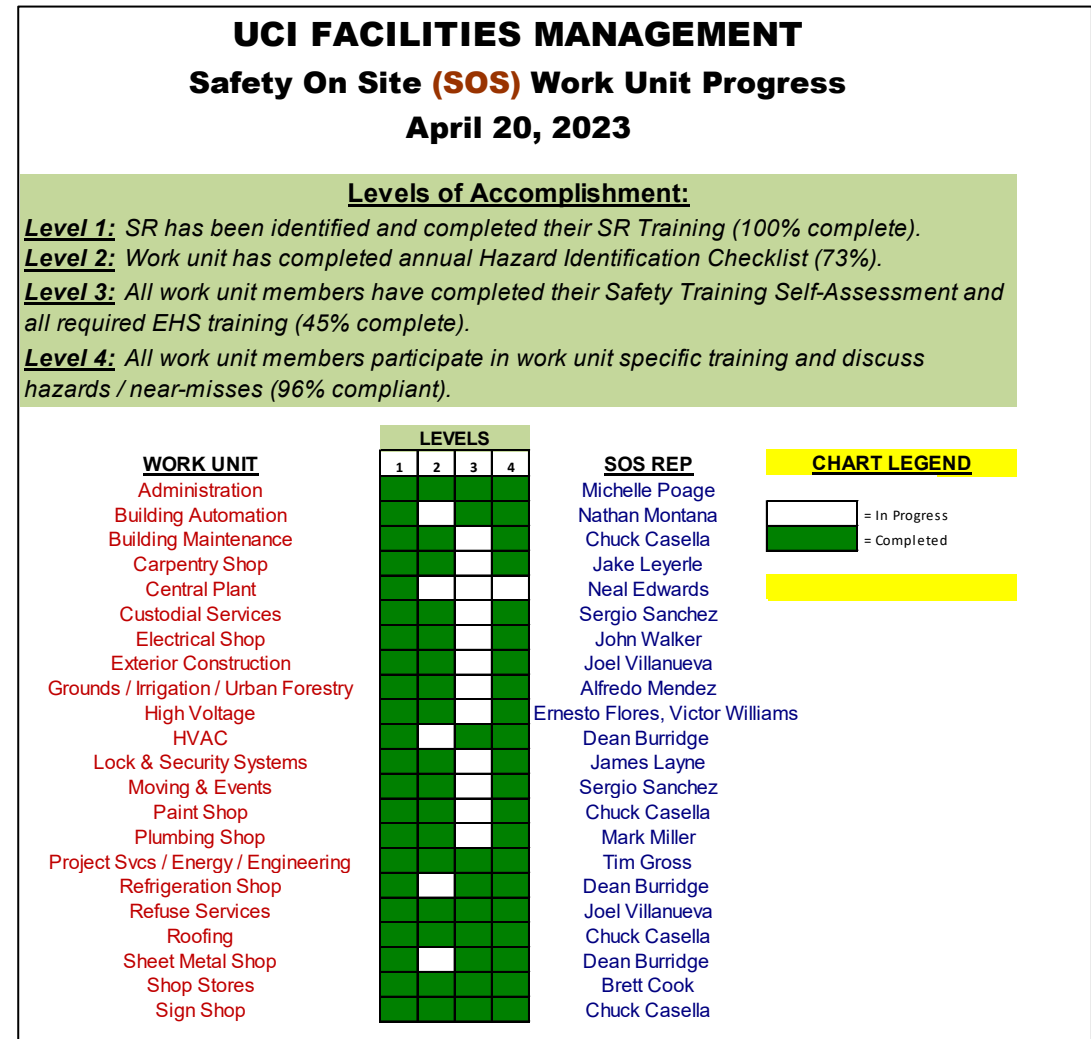


- **Report/discuss injuries at the FM Safety Committee meeting**
- **FM Safety Coordinator conducts independent investigations of all FM incidents (in addition to supervisor's investigation)**
- **Incidents investigated to the root cause level**
- **Root causes for major injuries are shared with unit level/affected employees**
- **After incident corrective actions include re-training of staff when applicable**

# SOS: A Clear Path to Injury Prevention



**WHERE WE WERE**



**WHERE WE ARE NOW**

# Complete Annual Hazard Identification Checklist

**GOAL IS 100%**

## FACILITIES MANAGEMENT HAZARD IDENTIFICATION CHECKLIST Administrative Work Units

OSHA (California Code Of Regulations, Title 8, Section 3203) mandates that all employers develop an Injury and Illness Prevention Program (IIPP) which includes workplace Hazard Identification.

Thank you for completing the Hazard Identification checklist. Forward a copy to the Safety Coordinator and keep a copy for your records. Please record the date for all items that you complete at a later time. Don't forget to review this checklist with each member of your work unit – have them sign their name below and write down their review date. You are also encouraged to use this checklist to identify any further training that may be necessary for your work unit (in addition to the required EH&S training).

## FACILITIES MANAGEMENT HAZARD IDENTIFICATION CHECKLIST Administrative Work Units

Evaluator Name: Erica Banks Survey Date: 9/16/14  
Work Unit: FM Admin & IT Room: AVC suite, conference rooms, kitchen, service desk

If "No" is selected, please correct the hazard and note the date. Please contact the Safety Coordinator if you have any questions.

	Yes	No	N/A	Date Completed
<b>ADMINISTRATIVE</b>				
1. Is current signage present and accurate? Post if missing. • UCI or UCIMC Emergency Procedures Flipchart (all blue or multi-colored) • UCI Irvine Injuries & Medical Treatment • CAL/OSHA poster "Safety and Health Protection on the Job"	<input checked="" type="checkbox"/>			
2. Is there a work unit emergency call list available?	<input checked="" type="checkbox"/>			
3. Does staff know how to report an incident/injury/safety concern?	<input checked="" type="checkbox"/>			
4. Has staff reviewed the content of the UCI Emergency Procedures Flipchart?	<input checked="" type="checkbox"/>			
<b>PHYSICAL ENVIRONMENT</b>				
5. Are tippable items >42" high seismically secured?	<input checked="" type="checkbox"/>			
6. Are heavy/hard items secured / limited in height?	<input checked="" type="checkbox"/>			
7. Are cabinet doors secured?	<input checked="" type="checkbox"/>			
8. Are storage shelves provided with lips / materials secured?	<input checked="" type="checkbox"/>			
9. Is storage kept at least 18" below sprinkler heads and ceiling throughout room or area?	<input checked="" type="checkbox"/>			
10. Are aisles and hallways clear and unobstructed (44" main aisles) and kept clean and dry?	<input checked="" type="checkbox"/>			
11. Is housekeeping up-to-standards (spills, paper clutter on work surfaces, walls & floors or stacked broken equipment)?	<input checked="" type="checkbox"/>			
12. Are walking surfaces in good condition without any trip hazards?	<input checked="" type="checkbox"/>			
13. Do desk chairs have a 5 point base?	<input checked="" type="checkbox"/>			
14. Are stair treads firm, level and clean; not excessively worn or slippery?			<input checked="" type="checkbox"/>	
15. Are ceiling tiles/panels in reasonable condition (not substantially damaged, moldy, or missing)?	<input checked="" type="checkbox"/>			
16. Are handrails firm and accessible on both sides?			<input checked="" type="checkbox"/>	
17. Are desk, cabinet and file drawers closed when not in use?	<input checked="" type="checkbox"/>			
18. Are file cabinets filled from bottom to top?	<input checked="" type="checkbox"/>			
19. Are workstations properly adjusted for computer users?	<input checked="" type="checkbox"/>			
20. Have CUE employees completed the Ergonomics: Office and Computer Training and Self-Assessment of their workstation within the first 90 days of employment?	<input checked="" type="checkbox"/>			
21. Are paper cutters guarded?	<input checked="" type="checkbox"/>			
22. Are portable fans guarded?	<input checked="" type="checkbox"/>			
23. Is the elevator functioning properly (i.e. within 1/2" of landing)?			<input checked="" type="checkbox"/>	
24. Is the handicap door assist button operating properly?			<input checked="" type="checkbox"/>	

THE ABOVE HAZARD IDENTIFICATION CHECKLIST HAS BEEN REVIEWED WITH EACH OF THE FOLLOWING EMPLOYEES:

EMPLOYEE'S NAME (PRINT)	SIGNATURE	DATE
Jenifer Swann		9/29/14
Jeni Franz		9-23-14
Karen Seeley		9-29-14
Mark Gomez		9-23-14
Renee Rijalovich		9-23-14
Sarime Dadarian		9-23-14
Stephanie-Jean Hinojosa		9-16-14
Terri Warren		9-30-14
Leslie Pearlman		9/29/14

## UCI FACILITIES MANAGEMENT Annual Hazard Identification Checklist Completion Summary (2020-21)

No.	Work Unit	Date Checklist Completed	Checklist Completed By	Date Checklist Reviewed W/Staff	Date Review Completed By Safety Coordinator
1	Admin & Information Services	20-May-21	Michelle Poage	In Progress	24-May-21
2	Building Automation	29-Jul-21	Jim Bradney	29-Jul-21	30-Jul-21
3	Building Maint / Roofing	22-Mar-21	Chuck Casella	Mar. 22 - 23, 2021	25-Mar-21
4	Business Office	N/A	N/A	N/A	Office Closed - COVID
5	Carpentry Shop	4-Jun-21	Bill Mitchell	4-Jun-21	21-Jul-21
6	Central Plant	14-Mar-21	Chris Gilstrap		
7	Custodial Services	2-Apr-21	Sergio Sanchez	20-Apr-21	23-Apr-21
8	Electric Shop	1-Jul-21	John Walker	TBD	2-Jul-21
9	Exterior Construction	5-Apr-21	Brad Barclay	Apr. 16 thru May 21, 2021	
10	Grounds/Irrigation/Urban Forestry	18-Mar-21	Alfredo Mendez	TBD	25-Mar-21
11	High Voltage	26-Apr-21	Ernesto Flores	26-Apr-21	
12	HVAC	29-Jul-21	Jim Bradney	29-Jul-21	30-Jul-21
13	Lock & Security Systems	23-Mar-21	James Layne	7-May-21	7-May-21
14	Moving & Event Services	14-Apr-21	Sergio Sanchez	15-Apr-21	23-Apr-21
15	Paint Shop	22-Mar-21	Chuck Casella	Mar. 22 - 23, 2021	25-Mar-21
16	Plumbing Shop	7-Apr-21	Mark Miller	20-Apr-21	22-Apr-21
17	Project Services, Engineering & Energy	15-Jul-21	Tim Gross	15-Jul-21	16-Jul-21
18	Refrigeration Shop	29-Jul-21	Jim Bradney	29-Jul-21	30-Jul-21
19	Refuse Services	5-Apr-21	Joel Villanueva	7-Apr-21	22-Apr-21
20	Sheet Metal Shop	29-Jul-21	Jim Bradney	29-Jul-21	30-Jul-21
21	Shop Stores	15-Mar-21	Brett Cooke	16-Mar-21	17-Mar-21
22	Sign Shop	22-Mar-21	Dan Crout	22-Mar-21	25-Mar-21

**REQUIRE ANNUAL COMPLETION**

# Monitoring EHS Training Compliance

**A shared journey:**

**Mar. 5, 2021: 74% compliant**

**Apr. 14, 2023: 92% compliant**

**1,755 of 1,911 training assignments completed with support from FM leadership**

- **Training goals are established**
- **Training data is reported monthly to FM leadership**

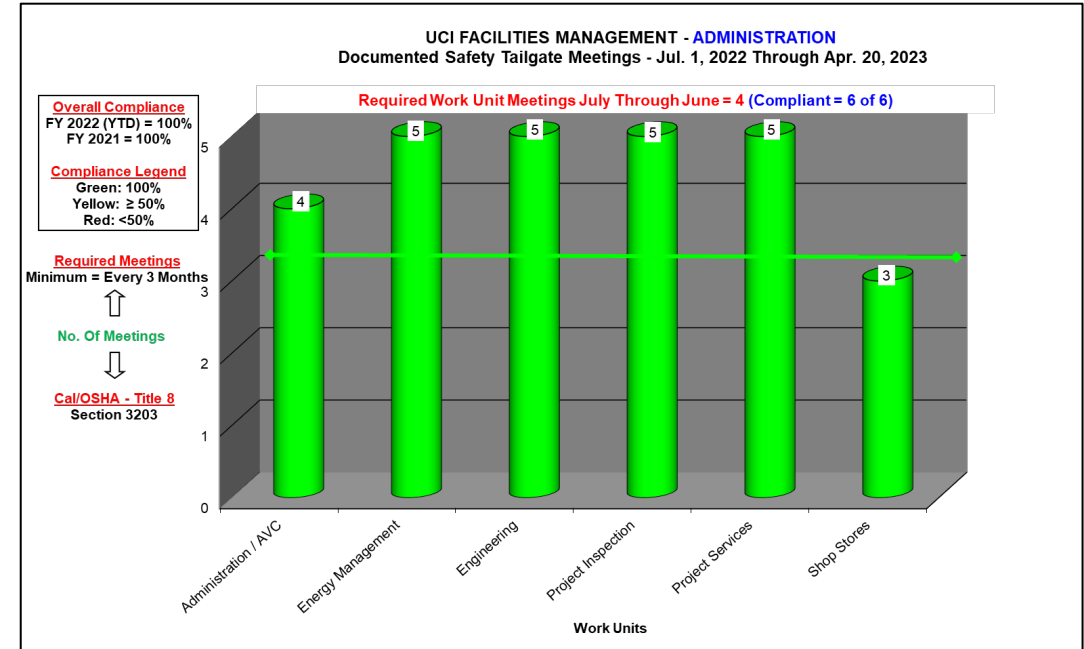
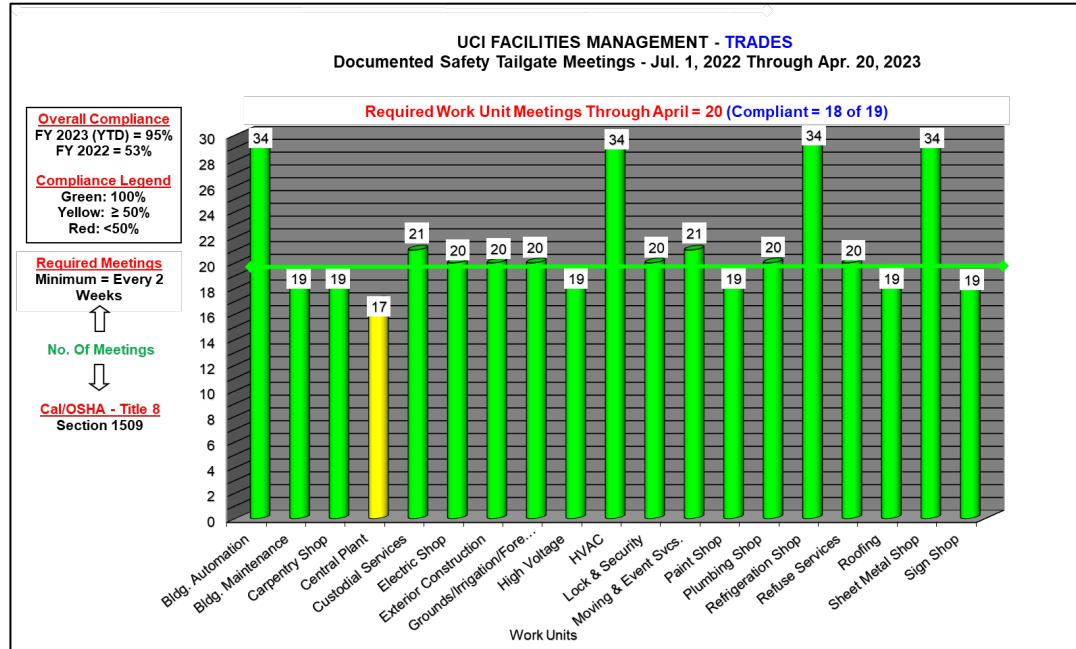
Course	Total number of trainings assigned	Total number of training classes satisfied	Total percentage of training classes satisfied	Total number of training classes overdue/expired	Total percentage of training classes overdue/expired	Frequency (Annual, 3 Years, One-Time, etc.)	Online/ILT
Aerial Bucket Truck	23	22	96%	1	4%	One-Time	ILT
Aerial Lifts	37	30	81%	7	19%	One-Time	ILT
Arc Flash	11	11	100%	0	0%	One-Time	ILT
Asbestos Awareness	18	15	83%	3	17%	One-Time	Online
Back injury prevention & Manual Material Handling	213	209	98%	5	2%	One-Time	Online/ILT
Bloodborne Pathogens	74	64	86%	10	14%	Annual	Online
Compressed Gas	55	52	95%	3	5%	One-Time	Online
Confined Space	15	15	100%	0	0%	One-Time	ILT
Driving Safety	161	150	93%	11	7%	One-Time	Online
Ergonomics	51	48	94%	3	6%	One-Time	Online
Fall Protection	14	11	79%	3	21%	3 Years	ILT
Fire Safety	17	16	94%	1	6%	One-Time	ILT
Forklift/PIT	21	16	76%	5	24%	3 Years	ILT
Hazard Communication for Trades/Facilities/Custodial	176	175	99%	1	1%	One-Time	Online
Hazardous Materials Incident Emergency Procedures	201	122	61%	79	39%	Annual	Online
Hazardous Waste	170	155	91%	15	9%	One-Time	Online
Hearing Conservation	41	41	100%	0	0%	One-Time	Online
Heat Illness for Supervisors	15	15	100%	0	0%	One-Time	ILT
High Voltage	28	28	100%	0	0%	One-Time	ILT
Ladders (Walking & Working Surfaces)	29	29	100%	0	0%	One-Time	Online/ILT
LOTO (Control of Hazardous Energy)	98	98	100%	0	0%	One-Time	Online/ILT
Motorized Cart	19	17	89%	2	11%	One-Time	Online/ILT
Safety Fundamentals	251	247	98%	4	2%	One-Time	Online
Sanitary Sewer Spills	13	11	85%	2	15%	Annual	Online
Scaffolding Awareness	6	6	100%	0	0%	One-Time	ILT
Shop Safety	95	95	100%	0	0%	One-Time	Online
Spill Prevention control and countermeasures	18	12	67%	6	33%	Annual	Online
Stormwater Pollution Prevention: Site Operator	15	13	87%	2	13%	Annual	Online
Welding Safety (Hot Works)	32	32	100%	0	0%	One-Time	Online
	<b>1917</b>	<b>1755</b>	<b>92%</b>	<b>163</b>	<b>9%</b>		

\* Data as of April 14, 2023



# Monitoring Safety Tailgate Compliance

On April 20, 2023, overall compliance was **96%**



# Closure of Safety Inspection Findings (Shop Inspections)

**GOAL IS 100%**

FM Shop	CY 2023 Report Date	CY 2023 Findings	Finding Classification (IDLH, P1, P2, P3)	Days to Correct	CY 2023 Findings Open (Apr. 20, 2023)	Open Finding Classification (IDLH, P1, P2, P3)	CY 2023 Findings Closed %	Planned CY 2024 Inspection Date
Carpentry	27-Feb-23	0	-	-	-	-	-	Feb. 2024
Central Plant	21-Feb-23	5	P2	30 days	0	-	100%	Feb. 2024
Grounds	13-Feb-23	0	-	-	-	-	-	Feb. 2024
HVAC	27-Feb-23	1	P2	30 days	0	-	100%	Feb. 2024
Lock & Security	14-Feb-23	9	P3 = 1 P2 = 7 P1 = 1	90 days 30 days 7 days	0	-	100%	Feb. 2024
	<b>Findings</b>	<b>15</b>		<b>Still Open</b>	<b>0</b>	<b>Closure Rate</b>	<b>100%</b>	

IDLH = Within 24 Hours, P1 = 7 Days, P2 = 30 Days, P3 = 90 Days  
(IDLH - Immediately Dangerous to Life or Health)

**EHS/FM developed an annual Shop Inspection Program.  
Inspection closure data is reported monthly to FM leadership.**

# Closure of Safety Inspection Findings (Title 19 Building Surveys)

**GOAL IS 100%**

Building	CY 2022 Report Sent Out Date	CY 2022 Findings	Finding Classification (IDLH, P1, P2, P3)	Days to Correct	CY 2022 Findings Open (Mar. 3, 2023)	Open Finding Classification (IDLH, P1, P2, P3)	CY 2022 Findings Closed %	Planned CY 2023 Inspection Date
FAC MGMT BLD	Mar. 10, 2022	11	P3	90 Days	0	P3 = 0	100%	To be Demolished - New Construction
IOB TRAILER	Mar. 21, 2022	2	P3	90 Days	0	P3 = 0	100%	Removed - New Construction
MAIL DISTRIB <sup>1</sup>	Mar. 20, 2022	9	P3	90 Days	0	P3 = 0	100%	Spring 2023
RECEIVING <sup>2</sup>	Jan. 24, 2023	12	P3 = 11 P2 = 1	90 Days 30 Days	12	P3 = 11 P2 = 1	0%	Fall 2023
SHOPS BLDG	Mar. 16, 2022	9	P3 = 7 P2 = 2	90 Days 30 Days	0	P3 = 0 P2 = 0	100%	Spring 2023
<b>Findings</b>		<b>43</b>	<b>Still Open</b>		<b>12</b>	<b>Closure Rate</b>	<b>72%</b>	

IDLH = Within 24 Hours, P1 = 7 Days, P2 = 30 Days, P3 = 90 Days  
(IDLH - Immediately Dangerous to Life or Health)

<sup>1</sup> Mail Distribution Services is managed by TDS

<sup>2</sup> This building is shared with Peter's Exchange

**Inspection closure data is reported Quarterly to FM leadership.**

# High Hazard Program Reviews

## High Hazard Programs

- **Lockout/Tagout**
- **Overhead Cranes/Hoists**
- **Confined Spaces**
- **Fall Protection**

**EHS reviews programs periodically and works with FM leadership to ensure compliance obligations are met.**

**FM LOTO Program Compliance Overview**

PROGRAM ELEMENTS	OSHA Compliant	In Progress: Needs Further Development	Not Compliant: Needs Immediate Attention	Notes
<b>Documented Energy Control Procedures</b>				
Central Plant				58 procedures completed for equipment located at Plant
Electric Shop				2 procedures developed for lighting ballast repair in offices and parking lots
Grounds				1 procedure developed for lawn maintenance equipment
High Voltage				2 procedures developed for cogen shutdown and emergency generator automatic transfer switch replacement
Other				Need to develop procedures for equipment located around campus. Some procedures have already been completed.
<b>Employee Training/Retraining Process</b>				
Authorized				Need to identify all FM employees that may need this training. Need to develop process to document retraining when needed.
Affected				
Other				No process in place to document training provided to non-FM employees who are working in area where LOTO is being performed.
<b>Periodic/Annual Inspection Process</b>				
Central Plant				19% complete (11 of 58 procedures).
Electric Shop				0% complete.
Grounds				0% complete.
High Voltage				0% complete.
Other Campus Buildings				0% complete.

\* Data as of March 20, 2023

# Ongoing Meetings With Leadership

## Monthly Updates

The topic for January:

LOTO Program Review

**STATUS:** In progress. Eric sent an email to FM supervisors on Dec. 20 to help identify authorized/affected employees and will follow up to confirm.

Next Steps:

- 1) Eric to assist FM to develop processes/tools to inspect written procedures annually.
  - ✓ Eric is working with EHS team to draft a new inspection form to help with annual inspection process and will share it with FM supervisors by Jan. 20.
- 2) FM was asked to identify/generate a list of all authorized/affected employees in the LOTO program. **EHS needs the updated list by February 1<sup>st</sup>.** Once the staff is identified and verified to be participants in the program, all listed employees will need to complete the CALOSHA required training within 30 days of identification (most FM employees are already identified and trained).

I. Safety On Site (SOS) Progress Update

Safety On Site (SOS) fulfills the employee portion of UC Irvine's Injury & Illness Prevention Plan. An effective SOS program promotes safe work practices and helps reduce employee injuries.

- **Target:** EHS to provide guidance and support to help FM increase safety tailgate meeting compliance to 100%.
- **Status:** Improvement Needed. As of Dec. 31, 5 of 22 work units have not completed the required number of tailgate meetings (80%).

Other Work Unit Progress:

- 2022-23 Hazard Identification Checklists: Checklists were mailed to all supervisors on Nov. 1, 2022. Assigned completion date is Mar. 1, 2023.
- STSA/EHS training completed = 10 of 22 work units (45%)

UCI FACILITIES MANAGEMENT Safety On Site (SOS) Work Unit Progress January 4, 2023					
Levels of Accomplishment:					
<b>Level 1:</b> SR has been identified and completed their SR Training (100% complete).					
<b>Level 2:</b> Work unit has completed annual Hazard Identification Checklist (0%).					
<b>Level 3:</b> All work unit members have completed their Safety Training Self-Assessment and all required EHS training (45% complete).					
<b>Level 4:</b> All work unit members participate in work unit specific training and discuss hazards / near-misses (80% compliant).					
WORK UNIT	LEVELS				SOS REP
Administration					Michelle Poage
Building Automation					Nathan Montana
Building Maintenance					Chuck Casella
Carpentry Shop					Jake Leyerte
Central Plant					Neal Edwards
Catalford Services					Sergio Sanchez
Electrical Shop					John Walker
Exterior Construction					José Villanueva
Grounds / Irrigation / Urban Forestry					Alfredo Mendez
High Voltage					Ernesto Flores, Victor Williams
HMAC					Dean Burnidge
Lock & Security Systems					James Layne
Moving & Events					Sergio Sanchez
Paint Shop					Chuck Casella
Plumbing Shop					Mark Miller
Project Svcs / Energy / Engineering					Tim Gross
Refrigeration Shop					Dean Burnidge
Refuse Services					José Villanueva
Roofing					Chuck Casella
Sheet Metal Shop					Dean Burnidge
Shop Stores					Trent Cook
Sign Shop					Chuck Casella

II. Safety Tailgate Meeting Progress Update

- **Target:** 100% compliance (Cal/OSHA 1509 & 3203).
- **Status:** 80% compliant – 20 of 25 work units as of Dec. 31, 2022.
  - Eric's emails suggested tailgate topics to FM managers monthly and offered to help conduct/facilitate work unit meetings.
  - Employees can also obtain tailgate meeting materials on FM's internal website. Guidance on how to access this information is provided in a monthly email.

**Note:** Eric is sending bi-weekly reminders to supervisors who are falling behind on their tailgate meetings to help maintain compliance.

**EHS and FM meet regularly to review data and discuss how to best manage ongoing loss prevention and compliance efforts.**

# Ongoing Meetings With Leadership Quarterly Updates

**EHS and FM meet with the AVC of FM quarterly to review data and discuss ongoing initiatives**

**I. INTRODUCTION**

Items discussed today will be for Facilities Management 2<sup>nd</sup> Quarter along with the FY 2022-23 YTD status. 99% of all employees have completed Return to On-Site Work training. Injuries have decreased over the past four fiscal years and 15 injuries have been reported this fiscal year. Shop inspections for this year were completed in February 2023. Building surveys are scheduled to be completed in Spring 2023. Safety training compliance is at 91%, and the ongoing goal is >90%. 92% of all work units have completed the required number of safety tailgate meetings. All action items identified at our last meeting were completed/addressed.

**II. COVID-19 UPDATES**

**Return to On-Site Work (COVID-19) Training Compliance**  
Total Employees = 317  
Total Training Completed = 316 (99%)

- All covered individuals (students, faculty and staff) must be compliant with the bivalent booster requirement by January 6, 2023. Visit the Vaccines and Boosters page on UCI Forward for additional information.
- Opening of areas/Return to Campus Reference Guide
- EHS website information <https://www.ehs.uci.edu/>
- UCI COVID-Related Cleaning Procedures
- Mini-outbreak / Major-outbreak Investigations

Note: This data is current as of Mar. 1, 2023. One new employee needs to complete training.

**III. INJURIES AND ILLNESS DATA**

FY 2022-23, Q2 = 15 (as of Dec. 31, 2022)  
FY 2021-22 = 32

\* Total incidents reported, including Workers' Compensation (WC) claims. Data does not include COVID-19 cases or employees on temporary assignment from CTES.

**IV. EHS INSPECTION PROGRAMS**

**2022-23 Annual Shop Inspections Update**

FM Shop	CY 2022 Report Date	CY 2022 Findings	Finding Classification (IDLH, P1, P2, P3)	Days to Correct	CY 2022 Findings Open (Mar. 1, 2023)	Open Finding Classification (IDLH, P1, P2, P3)	CY 2022 Findings Closed %	Planned CY 2024 Inspection Date
Carpentry	27-Feb-23	0	-	-	-	-	-	Feb. 2024
Central Plant	21-Feb-23	5	P2	30 days	5	P2	0%	Feb. 2024
Grounds	13-Feb-23	0	-	-	-	-	-	Feb. 2024
HWAC	27-Feb-23	1	P2	30 days	1	P2	0%	Feb. 2024
Lock & Security (New)	14-Feb-23	9	P3 = 5 P2 = 1 P1 = 1	30 days 30 days 7 days	8	P3 = 5 P2 = 1 P1 = 0	11%	Feb. 2024
		<b>Findings</b>	<b>15</b>	<b>Still Open</b>	<b>14</b>	<b>Closure Rate</b>	<b>7%</b>	

IDLH = Within 24 Hours, P1 = 7 Days, P2 = 30 Days, P3 = 90 Days  
(IDLH - Immediately Dangerous to Life or Health)

**2022-23 Annual Building Survey Update**

Building	CY 2022 Report Date	CY 2022 Findings	Finding Classification (IDLH, P1, P2, P3)	Days to Correct	CY 2022 Findings Open (Mar. 1, 2023)	Open Finding Classification (IDLH, P1, P2, P3)	CY 2022 Findings Closed %	Planned CY 2024 Inspection Date
Fac Mgmt Bld	Mar. 10, 2022	11	P3	90 Days	0	P3	100%	To be Demolished - New Construction
Shops Bldg	Mar. 16, 2022	9	-	-	0	P3	100%	Spring 2023
		<b>Findings</b>	<b>20</b>	<b>Still Open</b>	<b>0</b>	<b>Closure Rate</b>	<b>100%</b>	

IDLH = Within 24 Hours, P1 = 7 Days, P2 = 30 Days, P3 = 90 Days  
(IDLH - Immediately Dangerous to Life or Health)

**V. TRAINING**

Total Number of FM Employees: 315  
Total FM Training Assigned: 1,918  
Total FM Training Satisfied: 1,741  
Total FM Training Overdue/Expired: 178  
Overall Compliance: 91% (+1% since Nov. 29, 2022)  
Ongoing Target: >90%

Note: This data is current as of Mar. 1, 2023. If FM completes online classes, compliance will increase to 99%. EHS will continue working with FM to complete specialized/classroom training.

# Program Future/Ongoing Efforts:

- 1. Continue to work with FM on methods to reduce injuries**
- 2. Focus emphasis on high hazard/risk activities**
- 3. Develop required EHS training (English and Spanish)**
- 4. Develop/review pre-determined Safety Training Self Assessment (STSA) templates for trades employees and upload into campus learning management system**
- 5. Continue to monitor compliance programs**
- 6. Manage ongoing projects (custodial ergonomic assessment, loading dock safety projects, etc.)**

# Facilities Management's 3 Key Takeaways:

- **By tracking and analyzing safety metrics, management can identify areas of improvement, evaluate the effectiveness of the safety programs, and make data-driven decisions to reduce workplace hazards and prevent accidents.**
- **A safe campus takes levels of safety. Training and inspections provide a foundation, tailgates serve as a reminder, and everyone's eyes in the field turn training into action.**
- **It is an ever-evolving partnership where near misses turn into future actions. Lessons learned turn into new or enhanced training.**





**Questions**  
**Thank you**



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