UNIVERSITY OF CENTRAL FLORIDA

SAFETY POLICIES & PROCEDURES

SUBJECT: Safety of Employee Working Outside of Normally Scheduled Work Hours

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This procedure is intended for the protection and safety of Physical Plant employees who are required to work outside of the normally scheduled work hours.

A. UNSCHEDULED WORK (ON-CALL EMPLOYEES)

1. Upon being notified by the Utility Plant and arriving on campus, the on-call employee will:
   
   a. Report to the Utility Plant to log in and sign out appropriate on-call keys.

   b. Proceed to the appropriate central base station:
      1. Maintenance - Physical Plant compound
      2. HVAC - Central Utility Plant
      3. WWTP - Wastewater Treatment Plant

   c. Pick up and check out assigned radio, hand tools and vehicle.

   d. Contact the Utility Plant Control Room at extension 32381 - identify yourself to the Utilities Plant Operator - indicate your destination to extent known, estimated time of arrival to job site, and a generalized description of repair to be made.

2. Upon arrival at the job site, employee will evaluate work to be done, then establish radio contact with the Utilities Plant Operator (radio unit #306), and advise the Utilities Plant Operator of the exact location of the job site, room number, floor, repeat building name and estimate of time to complete repair. If estimate of time is in excess of one hour, the employee will "check in" with the Utilities Plant Operator on an-agreed-to periodic basis; i.e., every 30 minutes. The employee will also "check out" with the Utilities Plant Operator upon completion of the repair, prior to leaving the job site.
3. Both the Utilities Plant Operator and the on-call employee shall conscientiously monitor the estimated time to complete the work. If, at the end of the estimated time, the employee has not called in, the Utilities Plant Operator shall:

a. Attempt to contact the employee by radio.

b. If contact cannot be achieved, call the UCF Police (extension 35555) and report the situation. Identify the on-call employee and provide job site location by building name, appropriate floor and room number. Also, provide a brief description of work being done.

c. If the UCF Police report that the employee is injured, they will initiate necessary action to assist the injured individual and handle the situation in accordance with their policy.

Tools/Equipment/Keys-Building/Vehicle - The UCF Police will also take such action to obtain and secure the University building keys, the radio, the vehicle key; any equipment and material brought to the job site by the injured employee. If possible, the Police shall notify the Utilities Plant Operator if the work is secured or needs to be secured.

d. Upon notification of the injury situation, the Utilities Plant Operator will contact the supervisor in the appropriate organizational structure, following the priority listing as shown:

HVAC Department:
1. Ed Overton, Supervisor
2. Bill Harding, Supervisor
3. Rick Catasus, Superintendent
4. Nelson Stiles, Associate Director
5. Richard D. Paradise, Director

Maintenance Department:
1. Frank Ballentine, Supervisor
2. Wanda Daberko, Supervisor
3. John (Buzz) Clark, Superintendent
4. Nelson Stiles, Associate Director
5. Richard D. Paradise, Director

Wastewater Treatment Plant:
1. Buzz Clark, Supervisor
2. Nelson Stiles, Associate Director
3. Richard D. Paradise, Director

The Utilities Plant Operator's responsibility for notification ceases when any one of the listed supervisors has been personally contacted, and has been given known details of the employee's injury, the work assignment and its location.

e. The contacted supervisor shall take such action as necessary to determine status of work assignments and handle to secure or complete assignments as may be required.

4. Upon completion of work:

a. The employee will "check-out" with the Utilities Plant Operator prior to leaving the job site, indicating the individual will be en route to his/her base station.

b. Proceed to base station to return vehicle, hand tools and radio, secure per organizational policy. Prepare and complete a Work Order Request, identifying all pertinent data, and if follow-up and/or additional work is required, then place at supervisor's station.

c. Secure base area and proceed to Utility Plant to return on-call keys and log out.

5. On the following scheduled workday, the on-call employee will discuss the on-call work with the immediate supervisor, who will approve the Work Order Request and forward to the Work Management Center.

B. SCHEDULED WORK

When work is scheduled outside of normal hours, generally two (2) or more employees will be assigned to work. One of the individuals will be assigned the responsibility, by the supervisor, to pick up Physical Plant keys at the Utility Plant and be the designated radio communicator. If the work assignment involves one (1) employee, that individual shall follow the applicable on-call procedures except when assigned to the Arena, where the employee will maintain radio communications with the Arena staff.

1. The day prior to when the scheduled work will be done, the employee shall:

a. Requisition and assemble all tools and materials required for the work.
b. Store materials/tools within the assigned trade shop or approved secure staging area within the Physical Plant Compound.

c. The supervisor or project managers will provide the superintendent of utilities a copy of the work schedule verifying work to be done, building or area, specific location and employees assigned.

2. On the scheduled day of work, the employee assigned the responsibility to check out keys shall:

   a. Report to the Utility Plant to log in and sign out keys.

   b. Proceed to the Physical Plant Compound to get vehicle, material, tools and radio.

   **NOTE:** Other employees assigned to support the work assignment go directly to the Physical Plant Compound and await the arrival of the employee designated to obtain the Physical Plant keys.

   c. The designated communicator will contact the Utility Plant Operator at extension 32381 - identify yourself, indicate name(s) of your team, your destination, brief description of work to be done, and estimated time involved.

3. Employees will proceed to job site. The Utilities Plant Operator shall be informed of any significant change of the work status or personnel. If an employee is working alone, the employee and the Utilities Plant Operator shall be in contact every 30 minutes. Both the Utilities Plant Operator and the employee shall monitor scheduled reporting time. If the employee fails to call in and contact cannot be established, the Utilities Plant Operator shall follow the "Unscheduled Work" (on-call) Procedure Number 3.

4. If an injury occurs to an employee during the course of the work assignment, the other employee will:
a. If near a campus phone, contact the UCF Police Department at extension 911 and report:

1. Your identity and the situation.
2. Type of injury and cause.
3. Employee's name.
4. Job site location.

b. If not near a campus phone, contact the Utilities Plant Operator by radio (Unit #306) and request they notify the UCF Police Department. Provide the Utilities Plant Operator with all report data listed above.

c. Provide such aid and comfort to the injured employee within the guidelines and training provided by the Physical Plant/Safety Office.

5. Upon completion of work:

a. The designated radio communicator shall notify the Utilities Plant Operator that they are en route to the Physical Plant Compound.

b. Return vehicle, materials, tools and radio to the Physical Plant Compound and secure per organizational policy. Prepare and complete the work order ticket as required and place at supervisor’s station.

c. Secure building(s) and compound.

d. Designated employee will proceed to the Utility Plant to return keys and log out.

R.D. Paradise, Director
Physical Plant

5/10/99
Date

Attachment
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