I. GENERAL

A. **Purpose** - To establish an Occupational Safety and Health Program for Physical Plant which ensures a safe and healthy working environment for all personnel, and which includes loss prevention as one of its primary goals.

B. **Policy** - It is the policy of Physical Plant to provide a safe and healthful workplace for all personnel. These conditions shall be ensured through an aggressive and comprehensive occupational safety and health program, fully endorsed by the Director and implemented through supervisory personnel at all levels. The program shall include the following features:

1. Compliance with applicable standards and regulations.

2. Periodic inspections of workplace(s) by supervisors.

3. Prompt abatement of identified hazards. To the maximum extent practicable all hazards shall be eliminated or minimized through engineering or administrative controls. Where engineering or administrative controls are not feasible, appropriate personal protective equipment shall be provided. Where hazard abatement resources are limited, priorities shall be assigned to correct the most serious problems first. Appropriate notices shall be posted to warn employees of unabated serious hazards.

4. Procedures for all personnel to report suspected hazards to their supervisor and/or safety and health officials without fear of reprisal.

5. Appropriate training for safety and health matters for all supervisory personnel and employees.
II. PROGRAM ADMINISTRATION

A. Purpose - The purpose of this program is to inform all Physical Plant personnel of the policy and procedures of the occupational safety/health program, which encompasses both workplace safety/health and motor vehicle safety.

1. This program applies to all personnel assigned to the Physical Plant Division, University of Central Florida.

2. Safety of personnel and materials is a basic responsibility of command.

3. The maintenance of safe and healthy working conditions is a line management responsibility. Supervisors are responsible for the safety of personnel. Each supervisor must know and understand safety rules applicable to work under his/her control. Supervisors will ensure that all employees under their jurisdiction are instructed in safety practices and that instructions are understood.

4. Employees shall receive training or specialized instruction necessary for the safe and healthful performance of assigned duties to ensure familiarity with safety rules and regulations pertaining to their work and environment. Employees must not incur any risk or create any condition, which will endanger themselves or their fellow workers. Adherence to safety and traffic rules and regulations is mandatory. Failure to observe safety and health rules pertaining to assigned work and traffic regulations will be considered sufficient cause for initiation of appropriate disciplinary action.

III. TAG-OUT OF VEHICLES AND/OR EQUIPMENT

1. Tag-out Device - A prominent warning device that is capable of being securely attached and, for the purpose of protecting personnel and equipment, forbids the movement and/or operation of a vehicle and/or equipment, and identifies the aplier or authority who has control over the procedure.

2. Vehicle and Equipment - All vehicles and/or equipment that fall under the Physical Plant department for maintenance or repair.

3. Implementation and Maintenance is the responsibility of the departmental supervisor.
   a. All Physical Plant personnel will be guided by the provisions of these tag-out procedures.
   b. Tag-out devices shall be issued to and maintained by the mechanic assigned to repair or maintain the vehicle or equipment.
c. Vehicles and/or equipment defects that could cause damage to personnel and/or equipment shall be tagged off-line with a tag-out device.

d. The tag-out device shall bear the name of the person working on the vehicle and/or equipment, the date, and reason for the vehicle and/or equipment being tagged off-line.

e. If one or more persons are working on the vehicle and/or equipment, each shall have his/her own tag in place.

f. If one person finds it necessary to transfer the job to another, the first shall make sure his/her successor's tag is in place before he/she removes his/hers.

g. No tag may be removed except by the person whose name is on the tag, or by the supervisor of the unit.

h. Under no circumstances shall the vehicle and/or equipment be moved or operated until all tags have been removed.

Approved by:

R.D. Paradise, Director
Physical Plant

5/3/99
Date