

WELCOME

**Monthly Building Coordinator
Meeting
Via ZOOM**

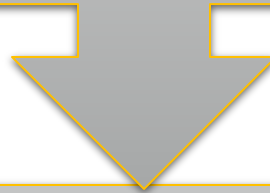
February 19, 2025



Agenda

Occupational Safety

Natalie McNutt - FM Occupational Safety Manager
Steve Paulsen – EHS Occupational Safety Manager



FM 2027 Goal Plan

Lynne Finn – FM, Associate Vice President
Ben Anderson – FM Director, Strategy & Operations

Occupational Safety

February 19, 2025

Agenda

- Introductions
- Incident Management Process
- Incident Data Review

Introduction

Steve Paulsen

- Occupational Safety Manager
- [EHS Department](#)
- Reports to Haley Sinn



Natalie McNutt

- Occupational Safety Manager
- [FM Department](#)
- Reports to Ben Anderson



We collaborate with partners across campus including *Risk Management, Campus Safety, Environmental Compliance, and Human Resources.*

Occupational Safety Programs

Occupational Safety serves diverse functions across our teams to ensure regulatory compliance.

→ Safety Management

- Safety Assessments and Inspections
- Incident Management
- Training Management
- Job Safety Analysis

→ Confined Space

→ Electrical Safety

→ Fall Protection

→ Ladder Safety

→ Aerial Lifts

→ Forklifts

→ Lockout/Tagout

→ Machine Guarding

→ Hazard Communication

→ Personal Protective Equipment

→ Tool Safety

→ Walking and Working Surfaces

→ Welding and Cutting

→ Industrial Hygiene

- Chemical Sampling
- Employee Exposure Records
- Hearing Conservation and Noise Monitoring
- Heat Stress
- Indoor Air Quality
- Respirator Protection

Supervisor responsibilities:

Work Related Illness/Injury Response

Incident Occurs

Immediate Actions

Within 24 hours

Ensure medical care is provided

- Be knowledgeable of building specific resources like eyewash stations or first aid kits
- University Employee Health Clinic for non-immediate care beyond first aid.
- Emergency room outside of regular clinic hours.

Ensure immediate hazards are controlled

Report utilizing First Report of Injury (FROI)

- Within 24 hours of the incident
- **FROI is electronically filed through HR Self-Service (includes UI and UIHC)**
- Supervisor or Employee can report

Conduct an investigation

- Identify root causes and corrective actions
- Supervisor submits results through **Incident Investigation Form on Universal WorkFlow (Different process for UIHC)**
- Investigation approved at multiple leadership levels

Always report work related injury/illness and seek appropriate medical attention.

[Full Details on the EHS Work Related Illness/Injury Page](#)

IOWA

IOWA

Environmental Health and
Safety

Incident Investigation Training for Supervisors and Managers

We will share an abbreviated version of this training.
Full content available on Compliance and Qualifications System.



OSHA - What gets investigated?

The Occupational Safety & Health Administration (OSHA) Says:

→ **When do you conduct an investigation?**

All incidents, whether a near miss or an actual injury-related event, should be investigated. Goal: to be done as soon as possible after the incident.

→ **Who should investigate?**

The usual investigator for all incidents is the *supervisor* in charge of the involved area and/or activity. This should be done with the employee involved.

→ **The investigative report should answer six key questions**

Six key questions should be answered: who, what, when, where, why, and how.

→ **The primary purpose of the accident/incident investigation is to prevent future occurrences.** Therefore, the results of the investigation should be used to *recommend corrective actions.*

[Reminder: OSHA Inquiries and Inspections Process](#)

Supervisor Investigation Points to Consider

- Investigators must not place blame.
 - Gather facts
 - Analyze data
 - Identify all root causes
- Put in place corrective actions to prevent the incident from happening again.
- Utilize other resources as needed to help complete corrective actions.

Bottom line – we investigate to reduce risk to reduce incident rates.

How to do an investigation?

- Organize appropriate personnel and begin completing the Incident Investigation Report
 - i.e. Employee involved in incident , Supervisor, Witness (if applicable)
 - A blank copy of the old PDF investigation form can be printed out and used to make notes regarding your findings.

- Visit the incident scene:
 - If possible, go to the area of the incident with the Employee and safely re-create what happened.
 - ✓ Make detailed notes of the incident scene.
 - ✓ Take pictures of incident scene (not the person).
 - i.e. surrounding conditions of area/equipment/environment

Building Coordinator
may be pulled into an
investigation to help fact
find.

Remember: any time you need assistance, both EHS and/or your department safety representative are available to help.

Identify Possible Causes

What about the _____* being used, or worked on, could have caused or contributed to this incident?

- * Equipment
- * Environment
- * Tools
- * Procedures
- * Personnel

One or more of the above items may be possible causes.

5-Why Root Cause Analysis

What is a Root Cause?

A fundamental cause that if corrected will prevent the condition from happening again. When you think you've answered the question "Why?", ask it again and again.

By repeatedly asking the question "Why" (five is a good rule of thumb), you can peel away the layers of symptoms which can lead to the root cause of a problem.

EXAMPLE – Someone slipped and fell

(this would be the problem)

1st Why? – The floor was wet

2nd Why? – The weather was bad, and people tracked snow into the building

3rd Why? - The floor tile was not slip-resistant and did not absorb moisture.

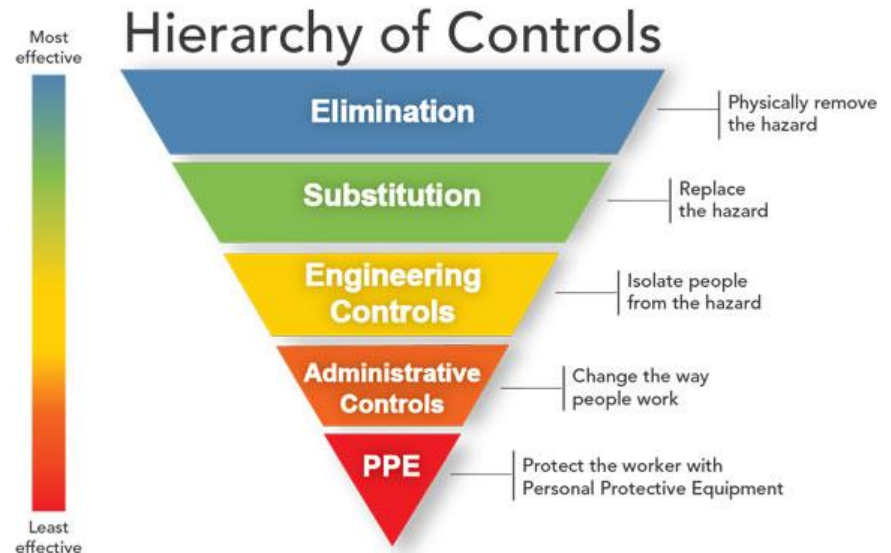
4th Why? – The floor mats that are normally put out during bad weather were not put down

5th Why? – The person that puts out floor mats during bad weather was absent that day and no one assumed his duties.

Corrective Actions

Hierarchy of Controls - is a system used to minimize or eliminate exposure to hazards

Use the right strength of control for the level of risk or possible severity.



Least Effective: Do nothing - Accept the risk and acknowledge the event may happen again

Process Completion

Once the Supervisor has completed the investigation, they submit findings and corrective actions in the workflow.

Depending on the department, the form will either be routed to their safety representative or to the Next Level Supervisor Management for them to review. They can send it back to the Supervisor and ask for more information, or they can approve and “Submit to Workflow”.

The final submission will go the Environmental Health & Safety (EHS) office.

Additional details: [Work Injury / Illness Guide](#)

Multiple levels of leadership are involved in reviewing corrective action effectiveness.

Work Related Illness/Injury Response Example

DSL Employee struck in head by vent cover

Immediate Actions

Ensure medical care is provided

- Supervisor called 911 and EE taken to ER for care.
- Department of Public Safety (DPS) also responded on the scene to assist.

Ensure immediate hazards are controlled

- DPS called FM@YS to request BOM to check equipment condition. BOM Manager and FM EHS responded. Diffuser replaced and all other similar diffusers conditions checked.
- Custodial called to clean up blood.

Report utilizing First Report of Injury (FROI)

- Supervisor submit FROI through HR Self-Service

Conduct an investigation

- Supervisor identified a cross functional team to ensure a thorough review: DSL Supervisor, DSL Employee, DSL Building Coordinator, EHS and FM Safety, FM Manager.

Within 24 hours

2024 Injury Trends – UI

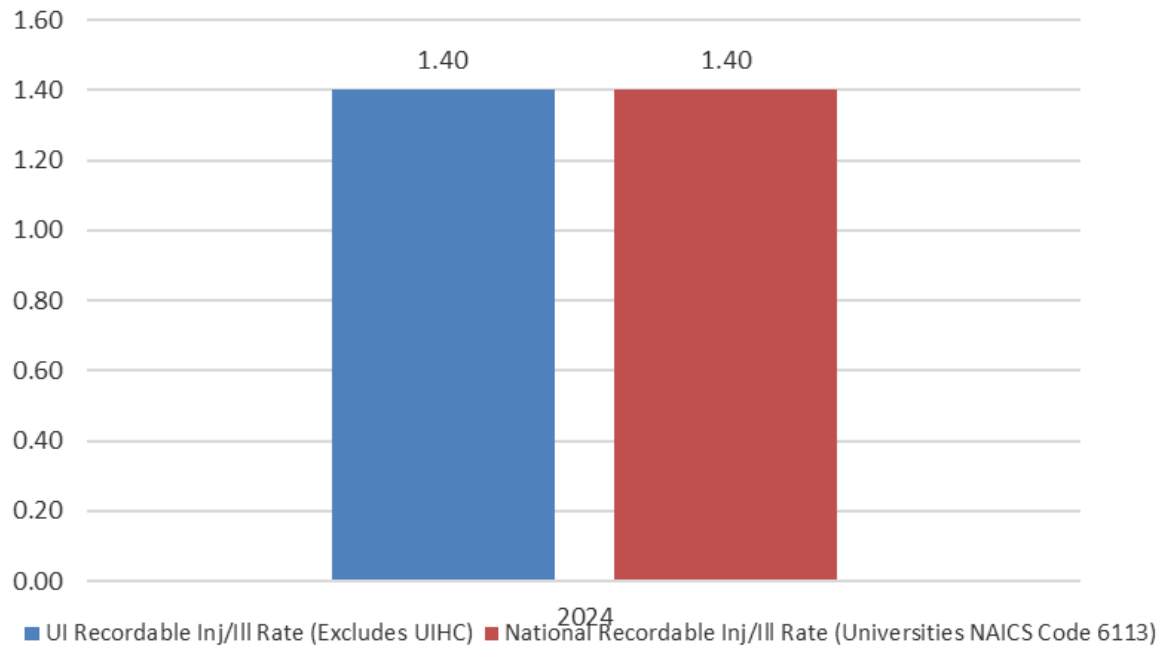
- Injury trends tell us the effectiveness of our safety program
 - Proactive vs Reactive
 - Reflects whether unsafe acts & unsafe conditions are increasing or decreasing
 - Training
 - Annual reviews/audits
 - Expectations – behaviors and actions on the job

How do you know if injury trends are good or bad

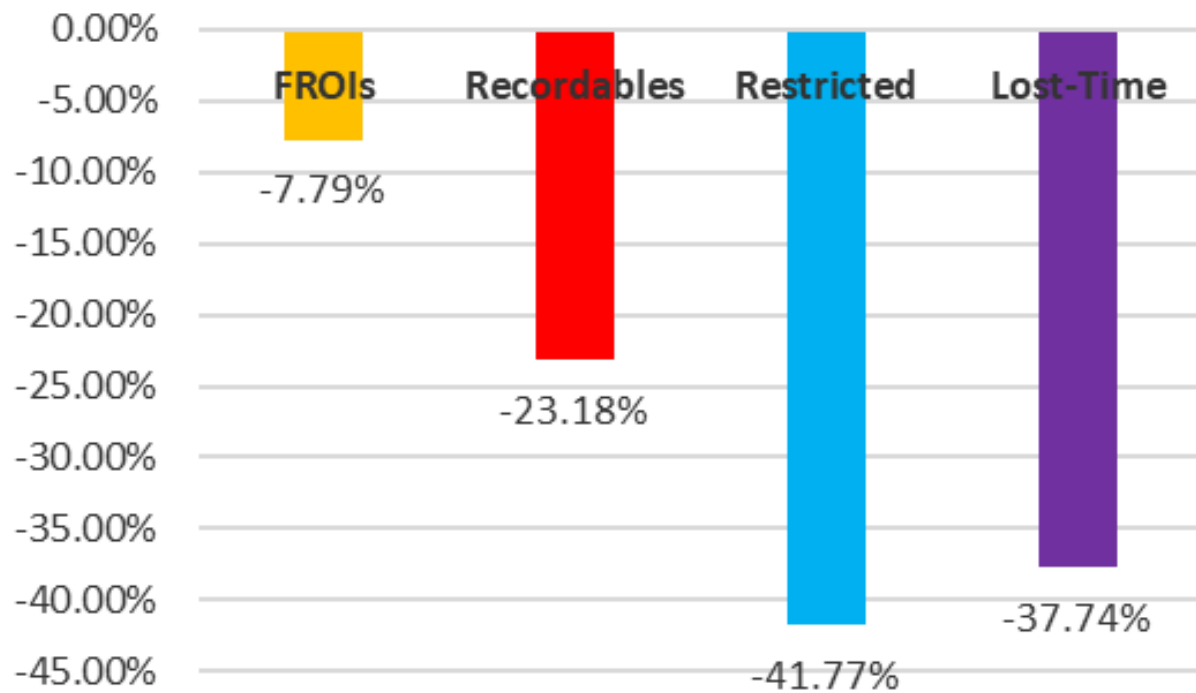
→ You compare us to national objective standards

- NAICS codes
 - The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.
- OSHA Total Recordable Incident Rates
 - TRIR, also known as Total Case Incident Rate, is a key metric for evaluating an organization's safety performance from year to year. It is a lagging indicator created by OSHA and also used for comparing safety performances of organizations within a particular industry. With TRIR, the lower the number, the better your safety performance.

UI Recordable Incident Rate UI vs University NAICS Code (6113)



UI % Injury Reduction 2016-2024



UI			
<u>Category</u>	<u>2016</u>	<u>2024</u>	<u>UI % Inc/Dec</u>
FROIs	398	367	-7.79%
Recordables	151	116	-23.18%
Restricted	79	46	-41.77%
Lost-Time	53	33	-37.74%

IOWA

Lynne Finn AVP Facilities Management

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Hello and Thank you!

WE ARE FM

MISSION

Providing a physical environment that supports university excellence.

VISION

Always there, always the best.

CORE VALUES

Stewardship

- We manage our resources for the benefit of present and future generations
- We take responsibility for our work and our actions

Innovation

- We continuously learn, develop and improve
- We build upon our successes and learn from our failures

Community

- We encourage an atmosphere of respect, trust and cooperation
- We energize and inspire each other

Safety

- We believe every injury is preventable
- We work together to promote safety and wellness

Pride

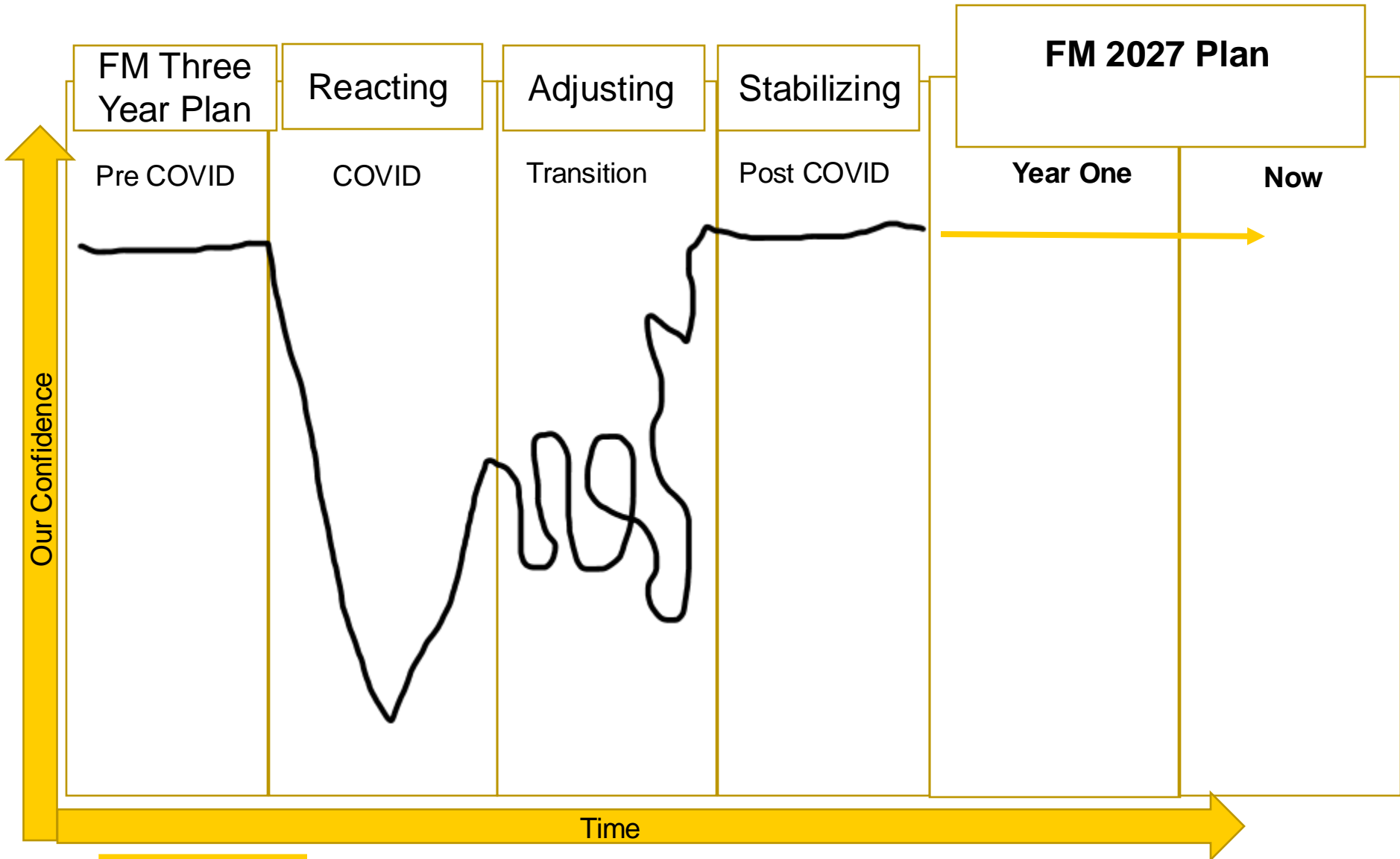
- We are proud of our work
- We are dedicated to serving the University of Iowa

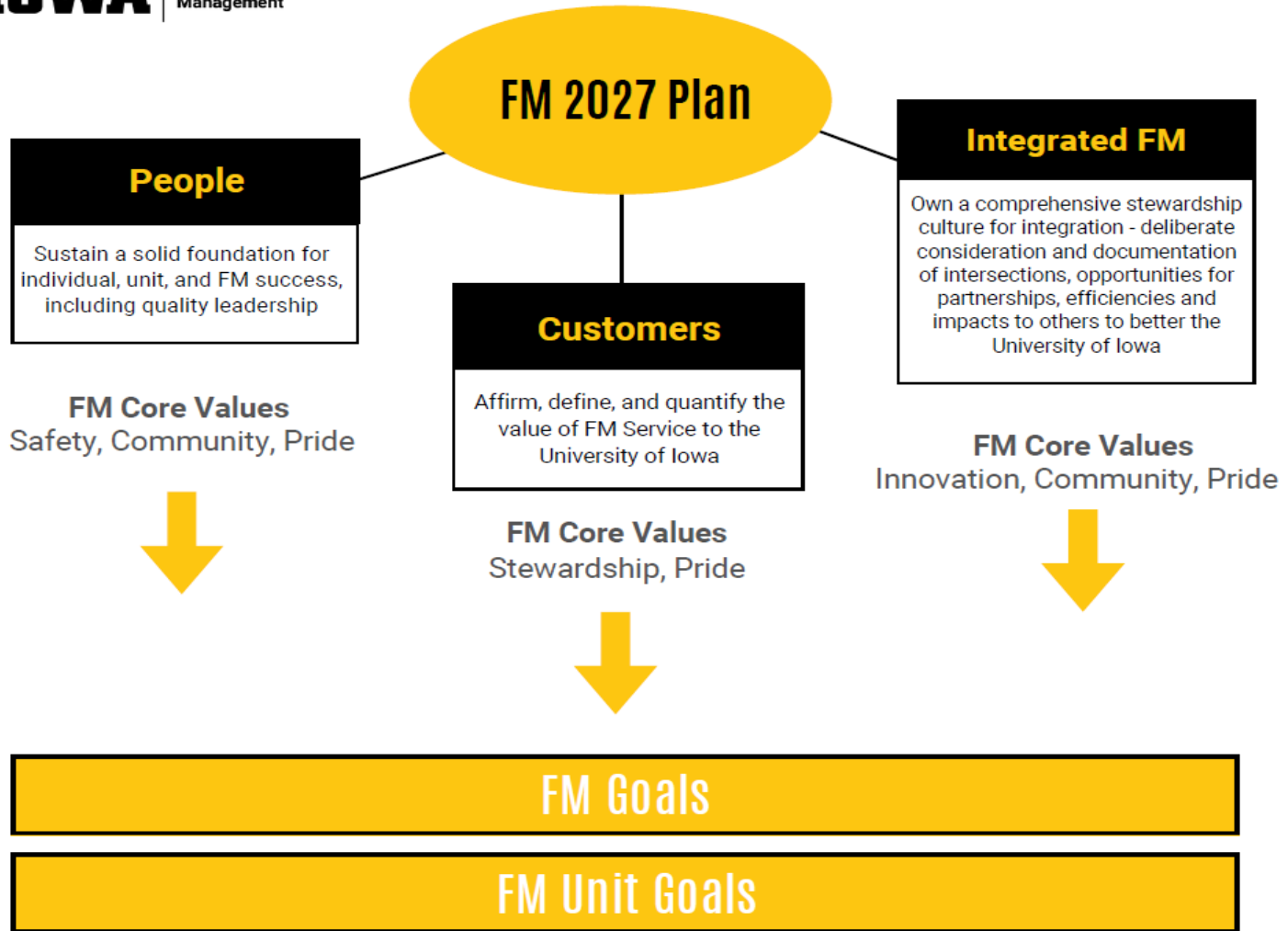
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Management

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Facilities Management

Facilities Management





2025 FM Goals - Snapshot

Focus Area	Goal	Director Sponsor	Lead
People	Establish foundational structure to Align FM with our Safety Core Value.	Ben A	Natalie M
Integrated FM	Develop and implement a Utility Partner Capital Project Tracking Tool.	Ben F, Jim H, Ben A	Justin Whitty
Integrated FM	Successful HSAB turnover.	Ben A, Julie S, Mike K	Kris G, Jake H, Ben A
Customers	Educate, Utilize, and Update FM Services Guide.	Ben A	Steph R
Integrated FM	Advance Preventive Maintenance Optimization (PMO) plan.	Julie S	Kris G
People	Establish D&C as a pilot for Integrated Project Teams	Mike K	Cari A, Brent I, Jake H, Dave D, Ryan D
Customers	Establish FM Service Advisory Committee	Lynne F	FM Directors

THEME FOR 2025 – FM SERVICES GUIDE

- FM Goal – Educate, Utilize, and Update
- Increased awareness/information on services for General Education Funded (GEF) buildings
- Stewardship clarity/source of truth
- Available on FM website and FM@YourService portal, blue button – FM Resources
- Work in progress to update guide – FM Custodial pilot
- Conversations welcome – utilize the blue button on the FM@YourService portal



Conversations and Planning – THE FM PIVOT

Activities to date

- Budget Review Board Meetings
- Discussions with F&O and Provost leadership
- Meetings with Dean's Council
- Consider existing models on campus

Initial Assumptions

- Inclusive representation
- Defined charge and process
- Framework for ongoing work
- Quality ~ Service Level ~ Funding

Building Coordinator

Next meeting:

March 19, 2025, via zoom 11 AM to 12 PM

Proposed Agenda:

- **Building Heating to Cooling Switchover**
- **Earth Month**
- **FM@Your Service**

Questions?
THANK YOU!

Feedback welcome by emailing stephanie-rourke@uiowa.edu