

Building and Safety Coordinators (09/19/08)

The appointment of Building and Safety Coordinators (BSCs) is intended to assist with coordinating some safety, sustainability, and building issues between service departments and occupants within their buildings. While they do not need to have specific subject expertise, they can adequately serve to facilitate communications between the service departments and building occupants. In other words, BSCs serve as additional eyes and ears for the service departments. Some of the service departments who may make use of the BSCs are: Facilities Maintenance Services (FMS), Facilities Planning and Construction (FP&C), Environmental Health and Safety/Risk Management Support (EHS/RMS), Custodial Services, Information Technology Services (ITS), University Police Department (UPD), General Support Services (GSS), Sustainability Office, etc.

BSCs are nominated by the highest ranking administrator in a building or administrator responsible for the majority of operations and employees within the building. BSCs are then appointed by the Associate Vice Chancellor for Facilities and Campus Services with the approval of the nominee's direct supervisor. BSCs act as the primary point of contact for service department concerns that, for the most part, involve the entire building. They are to encourage employees, as appropriate, to contact specific service departments or individuals as needed. BSC are not intended to eliminate direct contact of service departments by building occupants.

Based upon the work performed within the building, functions of the BSC will vary. BSC functions may also vary due to the type of programs offered, the type of facilities occupied, the number of employees and students within the building, and other building conditions. Functions of the BSCs may include, but are not limited to the following:

- 1) reporting general building safety and security concerns to the appropriate service department,
- 2) assisting with dissemination of information to building occupants,
- 3) authorizing external door keys (appealed through the AVC for FCS and not the cognizant building administrator),
- 4) assisting with building evacuations,
- 5) participating in building inspections and collecting occupant concerns and comments prior to those inspections,
- 6) performing periodic building inspections themselves and contacting the service departments or other responsible departments for remediating any deficiencies,
- 7) coordinating employee training opportunities as offered by the service departments,
- 8) facilitating building emergency action plans,
- 9) coordinating building submissions of chemical product inventories,
- 10) assisting with material safety data sheet maintenance as appropriate,
- 11) facilitating the development and implementation of standard operating procedures and job hazard analyses,
- 12) coordinating hazard communication training with employees and students,
- 13) notifying EHS/RMS immediately of scheduled and unscheduled visits or contacts by regulatory agencies (EPA/ DEC, OSHA, Fire Marshall/Fire Department, NRC, DOT,

- etc.) and to be present during those visits along with the appropriate service department representative,
- 14) coordinating requests for the disposal of unwanted chemical products and hazardous wastes with EHS/RMS as appropriate,
 - 15) assisting with accident and near-miss investigations as appropriate,
 - 16) maintaining facilities postings related to emergency contact information, emergency procedures, Human Resource Services postings, and other required postings on building use bulletin boards,
 - 17) communicating safety notifications and other information regarding potential or identified concerns,
 - 18) identifying hazards to management, employees and students,
 - 19) advising employee and students regarding the appropriate precautions and actions to be taken in response to potential or identified hazards,
 - 20) informing employees and students of changes to safety, health and environmental related practices,
 - 21) reporting improper use or lack of use of required personal protective equipment (head, hearing, eye, respiratory, foot protection, etc
 - 22) coordinating and monitoring sustainability activities (recycling, energy conservation, postings, etc.)

Awareness level training will be provided periodically by the service departments at no cost to the BSCs or their departments. In some cases, the BSCs may require additional specific training depending on their other primary job function. That specific training is the funding responsibility of their individual departments.

COMPENSATION AND RESTRICTIONS:

- BSC departments are eligible for a \$2,000 per year budget increment if all duties are discharged to the satisfaction of the AVC for Facilities and Campus Services.
- Departments can use the funds to offset the cost of the BSCs' efforts, support/fund a bonus request under University Regulation for a BSC in which exemplary BSC performance contributes to the overall justification for the bonus request, purchase items for the building, etc.
- Service Departments can provide input to the AVC for F&CS prior to May 1st on matters that may affect eligibility for the funds.
- Funds will be made available to departments after May 1st.
- Funds will be prorated for time served in the capacity of BSC or can be withheld for poor performance as determined by the AVC for F&CS.
- Faculty members are not generally permitted to serve as BSCs unless special arrangements have be made with Academic Affairs and HRS. Local 6070 employees are also not permitted to serve unless special arrangements have been made with the Office of Labor Relations.
- BSCs should provide two weeks notice prior to leaving the position.
- During the absence of a BSC, the respective service departments will perform and essential BSC functions until a new BSC is appointed or the regular BSC returns or the BSC's department has a qualified temporary substitute.

- BSC appointments will be for a five year period, but can be renewed with the same individual if no other qualified individuals are available or willing to serve.
- BSC can be removed from their positions at the discretion of the AVC for Facilities and Campus Services upon the recommendations of the service departments or the BSC direct supervisor.