

Custodial Services

February Newsletter



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Facilities Management Mission, Vision & Core Values

VISION

To be recognized for service excellence, sustainability and leadership in facilities management and for being an enriching place to work.

MISSION

To help ensure Saint Mary's University succeeds in its mission by proudly providing excellence in facilities services.

CORE VALUES

- ✓ Knowledge
- ✓ Communication
- ✓ Leadership
- ✓ Open Mindedness
- ✓ Engagement
- ✓ Integrity



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In this issue you will find...

Quick Recap on January Newsletter

Quality Control Results

Training

Risk Assessment

Safety

Safety stats

Workplace Hazard

First Aid Kit Locations

*****Special Topic*****

Back Care Health Program

Staff Program

Start and End of Shift Responsibilities



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Quick Recap on January Newsletter

Closets

Signing out / Managing Supplies

Carts and eye wash bottles



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Quality Control

Type of Location	Values	Locations Covered
	Average	
Cafeteria	2.8	7
Classroom	2.5	26
Closet	3.0	4
Elevator	3.2	10
Entrance	3.6	39
Washroom	2.1	21
Hallway	2.5	144
M & F Washroom	3.0	6
M Washroom	2.5	27
Office	2.7	23
Other	2.5	4
Staircase	3.1	34
Study area	3.0	3
Study/Common area	2.5	77
Current APPA standard	2.7	425



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Training: Risk Assessment

Assessing the likelihood, frequency and severity of a hazard or harm occurring is an important part of an OHS plan and General Worker's responsibility.

Likelihood of OCCURRENCE or EXPOSURE For selected Unit of Time or Activity	Severity of Injury or Illness Consequence and Remedial Action			
	A CATASTROPHIC Death or permanent total disability	B CRITICAL Disability in excess of 3 months	C MARGINAL Minor injury, lost workday accident	D NEGLIGIBLE First Aid or Minor Medical Treatment
1 Frequent Likely to Occur Repeatedly	HIGH Operation not permissible	HIGH Operation not permissible	SERIOUS High Priority Remedial action	MEDIUM Take Remedial action at appropriate time
2 Probable Likely to occur several times	HIGH Operation not permissible	HIGH Operation not permissible	SERIOUS High Priority Remedial action	MEDIUM Take Remedial action at appropriate time
3 Occasional Likely to occur sometime	HIGH Operation not permissible	SERIOUS High Priority Remedial action	MEDIUM Take Remedial action at appropriate time	LOW Risk Acceptable: Remedial Action Discretionary
4 Remote Not likely to occur	SERIOUS High Priority Remedial action	MEDIUM Take Remedial action at appropriate time	MEDIUM Take Remedial action at appropriate time	LOW Risk Acceptable: Remedial Action Discretionary
5 Improbable Very unlikely — may assume exposure will not happen	MEDIUM Take Remedial action at appropriate time	LOW Risk Acceptable: Remedial Action Discretionary	LOW Risk Acceptable: Remedial Action Discretionary	LOW Risk Acceptable: Remedial Action Discretionary

Assessment helps identify people involved, prevent injuries and hazard occurrence, as well as increases awareness of the innate risk.

First, determine how severe an injury would be if a person was faced with this safety issue.

Then determine the likelihood of occurrence or exposure.

Reference: Consultant, Clive MacGregor



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Quiz time...

Please name 5 types of hazards associated with the following:

Spill of hazardous solid, liquid or gas/vapour

Extremes of heat or cold, noise, light insufficiency, dangerous wavelengths of light such as UV (sunburn), lasers, microwaves, etc

Presence of human waste, sewage residues, medical wastes, molds, contagious diseases, animal waste or similar organic materials.

Most commonly slips, trips, falls, strains, improper lifting or poorly designed work positions.

Problems caused by drug use, legal or illegal. Harassment of any kind at work. Labour or social interaction problems. Excessive alcohol use or personal problems that may affect work. Excessive overtime.



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Safety: *Workplace Hazards*

A hazard is the ability of a process, substance or action to cause harm. Here are the 5 types of hazards:

Chemical: Spill of hazardous solid, liquid or gas/vapour.

Physical: Extremes of heat or cold, noise, light insufficiency, dangerous wavelengths of light such as UV (sunburn), lasers, microwaves, etc.

Biological: Presence of human waste, sewage residues, medical wastes, molds, contagious diseases, animal waste or similar organic materials.

Ergonomic: Most commonly slips, trips, falls, strains, improper lifting or poorly designed work positions.

Psychosocial: Problems caused by drug use, legal or illegal. Harassment of any kind at work. Labour or social interaction problems. Excessive alcohol use or personal problems that may affect work. Excessive overtime.



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Safety: *SWP - First Aid Kit Locations*

Locations:

- Manager, Custodial and Administration's office
- McNally Main Basement closet
- McNally South Supervisor's office
- Residence Lunchroom
- Hen Alley 015 Custodial Supply Room

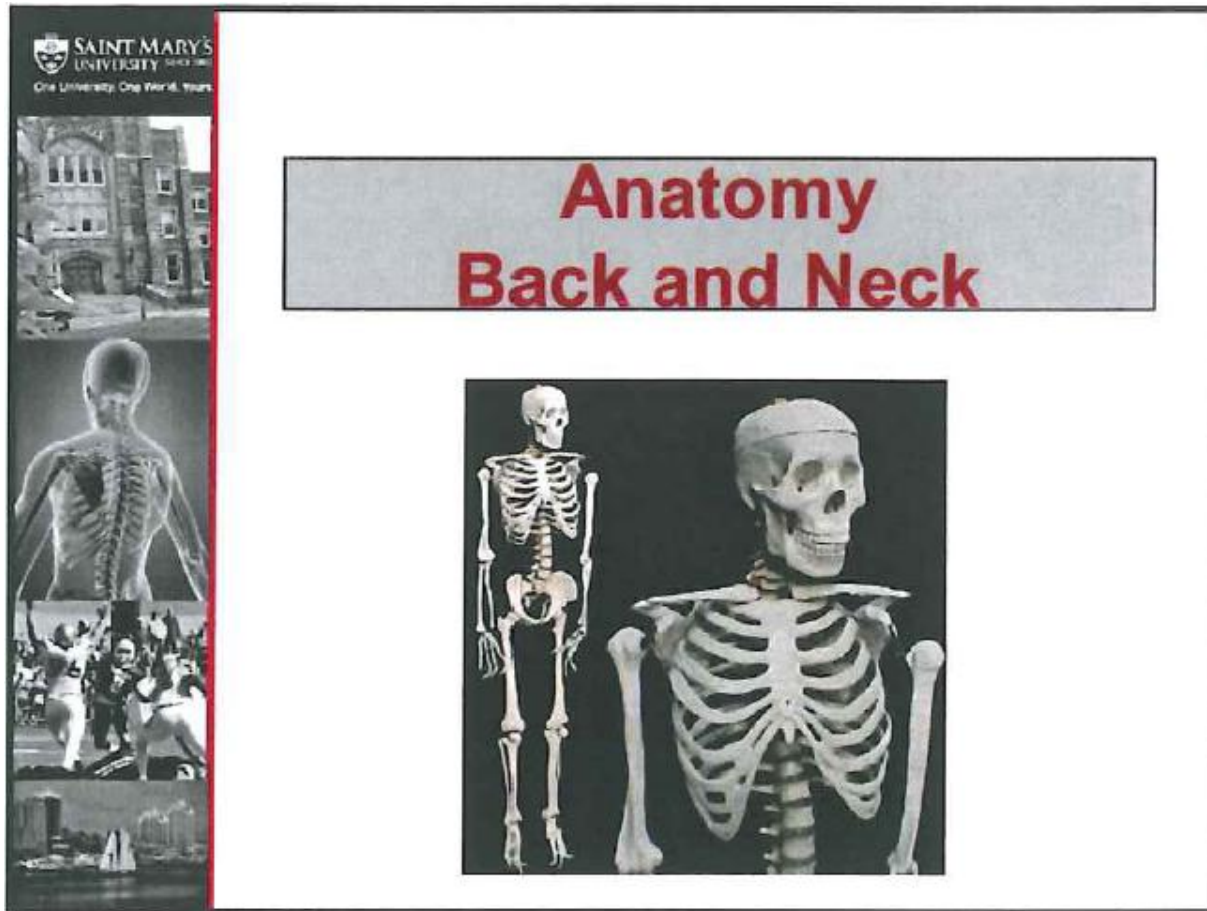
* *Review the full version of the [SWP](#) on the T Drive or at MS009*



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Back Education by CBI Health Centre



The slide features a vertical sidebar on the left with four images: Saint Mary's University logo and tagline, a building, a human back, and a group of people. The main content area has a title box and two skeleton images.

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Anatomy
Back and Neck



Staff Program: *Start of Shift Responsibilities*

Shift	Hours	Days per week
Day shift	7:00am – 3:00pm	Sunday - Saturday
Evening shift	3:00pm – 11:00pm	Monday – Friday
Night shift	10:30pm – 6:30am	Sunday – Thursday
Tower	11:00pm – 7:00am	Sunday – Saturday

Employees are to arrive at work on time: be on site and sign out their keys and radios **before** start of shift and be ready to begin work at the beginning of shift.

Arriving to work on time is mandatory.

The maintenance of a good attendance record is very important to the operations. We expect a high standard of cleanliness for our university. When there is a large amount of absenteeism, this reduces our ability to meet standards and requires us to make choices to cut standards.



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Staff Program: *End of Shift Responsibilities*

- Clean your equipment and tools,
- Store the equipment in your custodial closet,
- Ensure your closet is clean,
- Check on which supplies you may need to bring to your area the following day,
- Ensure if you were working on a task (ie: floor waxing) that required you to move furniture or other items put those items back in its original or designed state,
- Drop keys and radios off at the office, and
- Provide Supervisor with list of report items for the shift.



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"I can't understand why people are frightened of new ideas. I'm frightened of the old ones."

John Cage



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