The health and safety of our students, faculty, staff, and physical environment are primary considerations in the continuous efforts of Montclair State University to eliminate or reduce conditions and behaviors that could result in injuries or illnesses. The Division of University Facilities is committed to the principle that establishing and promoting a safety culture will help maintain employee health, increase productivity, minimize lost work time, and reduce costs.

University Facilities (UF) endeavors to address workplace safety issues promptly and correctly; however, guidelines and policies alone do not guarantee that you will get home safely at the end of the day. A critical component of maintaining a work place free of accidents and injuries is that staff at all levels maintain compliance with and open communications about safety standards within our shared environment.

As a UF employee, you are expected to be aware of unsafe behaviors in order to make well-informed safety decisions throughout the work day.

You have the right and responsibility to be safe at work. University Facilities has the responsibility to provide a workplace free from safety hazards.

Read ahead if you Dare to be AWARE about relevant workplace safety issues, and discover some of the Division’s recent efforts to ensure a healthy environment for Montclair State’s most precious resources: our students and staff.

Let’s work together to foster a culture where all stakeholders are actively ensuring that our daily processes are safe, healthy, and environmentally sound.
University Facilities Statement on Workplace Safety

It is the policy of the Division of University Facilities to provide and maintain a safe work environment that will ensure compliance with Public Employee Occupational Safety and Health (PEOSH) federal and state guidelines, policies and standards. Each employee is expected to promote safe work practices, to participate in occupational health and safety training and/or educational programs and to help maintain property and equipment in a safe operating condition. If an employee has questions about the safety of his or her work environment or whether precautions are necessary, he or she should contact his or her supervisor. Employees are expected to report unsafe conditions and work practices immediately to their supervisor and follow departmental protocols.

University Responsibilities:

The University shall furnish to each of its employees a safe and healthy workplace which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to its employees, and shall comply with PEOSHA standards. To ensure compliance, the University will endeavor to provide employees with all necessary work and personal protective equipment in good working order and to correct hazardous situations in a timely and effective manner.

Supervisor/Manager Responsibilities:

Supervisors and managers shall comply with the PEOSHA standards applicable to the University and with all rules, regulations and orders with respect to the University’s occupational health and safety program. Supervisors and managers are to maintain and allocate proper funds to ensure safety, and they are responsible for the accurate and timely identification and/or reporting of hazards, injuries and accidents. Further, supervisors and managers are required to ensure that employees are aware of and comply with occupational health and safety training opportunities and that the distribution and maintenance of tools and equipment is executed in accordance with University standards.

Employee Responsibilities:

Each employee shall comply with occupational safety and health standards and all rules, regulations and orders which are applicable to his or her own actions and conduct. Employees are to understand, and follow all safety rules and precautions. Employees must also: know the location of all fire and emergency exits (posted at each work site), and appropriate emergency phone numbers (posted at each work site); correct and report unsafe conditions within the timeframes required by PEOSH; keep exits, fire extinguishers and emergency equipment clear of obstacles; use personal protective equipment as required; take proper care of equipment; use vehicle seatbelts; not bring firearms, weapons or explosives on University property; not use, possess, sell or be under the influence of illegal drugs on University property; not misuse prescription drugs while on duty; and, be free of the influence of alcohol while on duty.

Employee notice and proficiency will be the result of both training and their own review of the relevant standards. The Division will ensure that employees are notified of the need to know specific standards and are provided access to such information.

Environmental Health and Safety Responsibilities:

The Office of Environmental Health and Safety (EH&S) will identify and prioritize hazards through periodic workplace audit programs. EH&S shall coordinate the evaluation of hazards reported by individual departments and track the hazard correction process until completed. EH&S shall provide guidance to departments about corrective action options and identify employees at risk through the exposure determination process.
Reporting a Work-Related Accident, Injury or Incident

A University Facilities employee must report all work-related accidents, injuries, illnesses and near-miss incidents to his or her supervisor as soon as possible.

If an employee is injured or becomes ill while on the job, he or she should obtain medical assistance or first aid as needed and then notify his or her supervisor.

An accident report must be submitted within 24 hours after an incident that could have resulted in an accident, a work-related illness and/or near miss.

Montclair State University requires that all work-related injuries must be reported to the Human Resources Office of Employee Benefits within 48 hours. Please refer to the Benefits Services website for further information about University reporting procedures.

Did You Know...

1. Twelve (12) Workers are killed on the job each day in the United States. (OSHA)
2. MONDAY is the most dangerous day of the week. In 2013, around 167,000 workplace injuries took place on Monday. More than any other day. (U.S. Bureau of Labor Statistics)
3. Thirty percent (30%) of the U.S. workforce sleeps less than six hours a night. Fatigued or sleep-deprived employees heighten the risk of workplace accidents. (U.S. Centers for Disease Control and Prevention)
4. Slips, Trips, and Falls account for 15% of all accidents. 25,000 accidents occur daily in the United States. (National Safety Council)
5. Every day 1,000 eye injuries occur in American workplaces. Ninety percent (90%) are preventable through the use of protective eyewear. (www.ehs.okstate.edu)

The Safety Suggestion Box is Here for You!

In August, the Office of Environmental Health and Safety (EH&S) placed a suggestion box in the University Facilities building break room to encourage the submission of safety-related questions, concerns, and comments.

EH&S has received your comments and is working hard to address the suggestions and concerns.

Look out for four more Suggestion Boxes to be installed near Kronos clocks.

Keep those suggestions coming!
1. You are responsible for your own safety and for the safety of others.
2. All accidents are preventable.
3. Do not take short cuts. Always follow the rules.
4. If you are not trained, don’t do it.
5. Use the right tools & equipment and use them in the right way.
6. Assess the risks before you approach your work.
7. Never wear loose clothes or slippery footwear.
8. Do not indulge in horseplay while at work.
9. Practice good housekeeping.
10. Always wear PPEs.
Our Workplace Safety Program

Environmental Health and Safety (EH&S) has developed a comprehensive workplace safety program involving hazard identification and assessment, education and training, and worker/employer participation.

1. **Hazard Identification and Assessment** - EH&S shall identify and evaluate hazards in order to prioritize them for control.

2. **Education and Training** - All employees should understand University safety operations and how to execute the responsibilities assigned under safety programs.

3. **Worker/Employer Participation** - Workers are encouraged to communicate openly with managers and supervisors and to report safety and health concerns or suggest improvements, without fear of retaliation.

Machine Safety

Montclair State University’s machine safety process is built around these seven standards:

1. **Compliance with the No Access policy** – No employee will be able to come into contact with dangerous moving parts or condition during normal or abnormal situations.

2. **Lock Out/Tag Out** – Prevention of exposure to inadvertent equipment or machine start-up and/or hazardous energy or materials.

3. **Elimination of operator bypassing of safety devices** – Removal of fixed guarding or a safeguarding device is not allowed. Operators must be protected at all times.

4. **Fail to safe electrical wiring** – High-risk (potential for death, amputation, severe fracture, etc.) machines shall have safety systems that have redundant and continuous monitoring characteristics.

5. **Locking interlock switches and braking devices for high inertia components** – High inertia equipment continues to rotate for a period of time after power has been removed. Use of locking interlocks switches and/or braking devices are required to prevent contact until a full stop is verified.

6. **Safe behavior systems** – Safe work methods reduce unacceptable work practices. The goal is to remove unsafe or unstructured methods from the workplace.

7. **Code of conduct enforcement** – All employees must observe the standards that have been established in the Code of Conduct. The goal of the standard is not to blame, but to do what is necessary to eliminate unsafe acts.

Our ultimate goal is to provide a safe workplace for our employees. Regulatory requirements aside, employees have a responsibility to themselves and others to ensure equipment is safe to use before conducting any activity. Therefore, each employee is required to participate in injury prevention and awareness programs such as machine safety to heighten awareness of potential workplace hazards.
Workplace Ergonomics

An ergonomically correct workplace is one in which people work in a safe, healthy, comfortable and productive manner. It supports our employees’ health and our bottom line.

Montclair State University’s Ergonomic Program was created to provide the means for university employees to be educated on the effects of ergonomics in their work space and, if necessary, be evaluated to identify any risk factors that are leading or could lead to injuries.

To request an ergonomic evaluation, please submit an Ergonomic Evaluation Request Form (PDF) to ergo@montclair.edu.

NOTE: Before submitting an ergonomic evaluation request please read the ergonomic guidelines in their entirety. The work station and task recommendations should be implemented and followed for at least two weeks before submitting an Ergonomic Evaluation Request Form. If discomfort persists after the two-week period, please submit your form to ergo@montclair.edu.
On October 2nd and 3rd, University Facilities sponsored Fork Lift training on campus. Facilitated by Ben Ceca, the University’s certified Fork Lift Trainer, it was the first time that staff did not have to go elsewhere to be trained on equipment. Training was broken in two components, classroom education and hands-on training. Fork Lift training will soon be offered campus-wide for all staff that use this equipment to perform work.

Personal Electronic Device and Headset Use in the Workplace

Ear buds and other popular audio headphones do not protect your hearing from industrial noise hazards. Wearing noise cancelling ear protection reduces the overall noise level to protect your hearing without exposing your ears to additional strain.

The U.S. Occupational Safety and Health Administration has published comments discouraging the use of personal headphones on construction sites. The pamphlet “Worker Safety Series: Protecting Yourself from Noise in Construction, states Exposure to high levels of noise can cause permanent hearing loss. Neither surgery nor a hearing aid can help correct this type of hearing loss. Construction sites have many noisy operations and can be a significant source of noise exposure.

Loud noise can also reduce work productivity and contribute to workplace accidents by making it difficult to hear warning signals. Hearing loss from loud noise limits your ability to hear high frequencies, understand speech, and reduces your ability to communicate, which can lead to social isolation.
In some work environments Personal Protective Equipment (PPE) must be provided and used to protect personnel against hazards capable of causing injury, illness, or impairment. **It is the policy of Montclair State University to provide appropriate PPE to employees who may be subjected to a hazardous environmental condition.**

PPE will be provided and must be used in the following circumstances:

- Where it has been determined that adequate engineering, and/or administrative controls do not reduce exposure potential to a safe level.
- Where development or installation of engineering controls are pending.
- Where it has been determined that PPE is necessary to protect the health and safety of employees.
- During short term, non-routine operations for which engineering controls are not practical.
- During emergency situations such as spills, ventilation malfunctions, damage control, activities, etc.

For employees required to wear PPE, training will include:

- Explanations on when PPE is necessary and what PPE is required for specified tasks.
- Instructions for proper use of PPE.
- The limitations of the selected PPE.
- The proper care, maintenance, useful life and disposal of the PPE.

**Commonly Used PPE Symbols**

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A. Wear Ear/Hearing Protection  
B. Wear Eye Protection  
C. Wear Head Protection  
D. Wear Hand Protection  
E. Wear Foot Protection  
F. Wear High Visibility Clothing  
G. Wear Face Shield  
H. Wear Face Mask  
I. Wear Respiratory Protection

**Contact the Office of Environmental Health & Safety with questions about PPE**  
973-655-4367 ehs@montclair.edu
In University Facilities, the success of our division is contingent upon teamwork to ensure the proper deployment of Personal Protective Equipment (PPE). Maintaining a safe workplace includes providing, enforcing, and following the procedures and education which encourage people to work responsibly. PPE usage requires multi-layered responsibilities in which we all have a critical role. Where do you fit?

**Environmental Health and Safety** shall:

- Assist departments and supervisors with their departmental PPE programs.
- Assist departments in conducting PPE Hazard Assessments.
- Assist departments in determining appropriate PPE for specified hazards.
- Review departmental procedures and/or policies to ensure compliance with regulatory requirements.

**Departments and Work Units (AVP’s and Managers)** shall:

- Conduct PPE Hazard Assessments that identify when, where, and what PPE is required.
- Provide appropriate personal protective equipment and training to employees exposed to hazards requiring PPE.
- Post areas requiring PPE with appropriate caution signs. These areas include eye, face, head, hearing, and hand protection areas.
- Ensure that employees use PPE appropriately when required.

**Supervisors** shall:

- Ensure that PPE Hazard Assessments are conducted when appropriate.
- Ensure that appropriate PPE is available to employees.
- Ensure that PPE is used properly where it is required.

**Employees** shall:

- Use PPE in accordance with instructions and training received.
- Care for their personal protective equipment properly and guard against damage and contamination.
- Report PPE malfunctions or problems to supervisory personnel.
Facts and Guidelines About MOLD

What is Mold and How Does It Grow?

Molds are naturally occurring fungi that can be found anywhere. Many different species of mold exist in New Jersey. Molds help break down dead materials and convert it back into organic matter which can be used by living organisms.

Molds grow by digesting and destroying the material they grow on. Molds can grow on virtually any substance, as long as moisture, oxygen, and an organic source are present.

Understanding Mold

Molds grow in colonies and growth may take on different shapes and colors. Some molds may appear circular in growth while others may grow and spread to cover an area. Molds may appear brown, yellow, green, or black in color. The appearance depends on the species of mold present.

Excessive moisture is a key ingredient which causes molds to grow. Sources of excess moisture may be:

- Plumbing Leaks
- Leaking Roofs or Windows
- Flooding
- High Humidity
- Condensation Inside Walls due to Poor Insulation

Showers or even cooking can also add moisture to the air in your residence. The amount of moisture that the air can hold depends on the temperature of the air. As the temperature goes down, the air is able to hold less moisture. This is why, in cold weather, moisture condenses on cold surfaces (for example, drops of water form on the inside of a window). This moisture can encourage biological pollutants to grow.

As molds grow on building materials they may become destructive. Molds may grow unnoticed, above ceilings, behind walls, in attics and basements or in crawl spaces. Molds can cause staining of walls and ceilings and can begin to break down the studs and joists of buildings causing extensive property damage.

Health Concerns About Mold

Who is at the highest risk for health effects from mold exposure?

- Individuals who have pre-existing health conditions (allergies and lung conditions such as asthma or emphysema)
- Infants
- The Elderly

Molds emit spores and chemicals as part of their normal life cycle and some individuals may exhibit reactions when exposed to these materials. Molds are microscopic and, once airborne, can easily be inhaled. Spores may contain allergens that can cause irritation to the nose, throat and respiratory tract.

In addition to allergens, molds may emit microbiological volatile organic compounds (MVOC’s). These chemicals usually have a strong and unpleasant odor and are associated with the musty smell that individuals equate to mold being present. These chemicals, when released into the air, can be inhaled, ingested or absorbed through the skin. When inhaled, they can cause allergic reactions. MVOC’s have also been linked to headaches, nausea, dizziness and fatigue.
Although there are no EPA regulations or standards for airborne mold contaminants, there are microbiological benchmarks or assessment guidelines. Therefore, in the event that we discover mold on campus, Montclair State University’s policy is to follow EPA’s recommended protocol for Mold Remediation in Schools and Commercial Buildings, the guidelines of the American Conference of Governmental Industrial Hygienists (ACGIH), and other guidelines from professional and government organizations.

While not required by EPA, as a quality control measure, air testing may be done (before and after remediation) to confirm that once the remediation is complete the concentration of spores inside the area is lower than outdoor/background levels.

In most cases, EH&S does not recommend sample collection and analysis when visible mold is present in an occupied building.

If mold growth is visible, then remediation should be performed. The standard for a completed remediation project will be no visible signs of mold present within the work area.

How You Can Decrease Mold Exposure

- The key to mold control is moisture control.
- If mold is a problem in your residence, the mold should be cleaned promptly and the water problem must be fixed.
- It is important to dry water-damaged areas and items within 24-48 hours to prevent mold growth.

Montclair State University

Office of Environmental Health and Safety

973-655-4367

ehs@montclair.edu

http://www.cdc.gov/mold/cleanup.htm
The Importance of Attire in a Safe Work Environment

The use of divisionally-approved uniforms is intended to give employees a neat, presentable, and business-like appearance that conveys a professional attitude towards his or her work and enhances the status of the Division in the campus community. Uniforms also enable students, building occupants, University administrators, law enforcement and emergency personnel to easily recognize persons who have authorized access to University property. Proper deployment of University uniforms also contribute towards maintaining a safe work environment.

Designated employees are provided with a uniform at no charge, and they are required to wear them while working. Employees are responsible to be appropriately attired according to position requirements at the beginning of each workday or shift.

Office employees should dress with safety in mind and the appropriate footwear— which has been selected for both comfort and professionalism should be worn at all times. **Office employees wearing open-toed shoes are not allowed to enter shops and construction work areas.** Office employees visiting job sites should also wear appropriate personal protective equipment.

It is the responsibility of the supervisor or manager to ensure that his or her employees are appropriately dressed for work and that uniforms are worn properly, if applicable. An employee who shows up for work without the proper uniform will not be allowed to start work and he or she will be subject to the University’s established progressive discipline procedure. An employee found to be inappropriately dressed will be instructed to leave the workplace on his or her own time and return appropriately attired to perform his or her job.
Fire Prevention Week

From October 7-13, 2018, the Office of Fire Safety conducted its annual observance of National Fire Prevention Week. This year’s theme “Look, Listen, Learn. Be Aware. Fire Can Happen Anywhere.” inspired an array of student-centered activities including the inaugural Fire Prevention Week program, a meet and greet during the Homecoming bonfire, which allowed students to interact with the Montclair State Fire Safety team and members of the Little Falls Fire Department.

Additional Fire Prevention Week activities included Fire Prevention Campfire Night in the Russ/Freeman neighborhood, which provided the campus community with the opportunity to learn proper fire extinguisher use. Participants were treated to a special guest appearance from Montclair State’s Rocky the Red Hawk, who was the first participant in the fire extinguisher training and was able to impressively put out a fire in five seconds.

Later in the week, the Little Falls Fire Department and Montclair State Fire Safety Specialist John D. Keane visited the children and staff of the Ben Samuel Children’s Center. The children were excited to be shown the apparatus and the tools of the firefighter’s trade within Little Falls Company 4’s 125-foot Ladder Truck. Through informational programs and training, the Office of Fire Safety aims to inspire and educate all members of the campus community about the importance of fire safety. National Fire Prevention Week provides the University with the opportunity to raise awareness about fire safety issues during a concentrated and memorable time for everyone involved. We are confident that Montclair State University students and staff will continue to view education related to fire and life safety in the highest regard and we look forward to planning informative community awareness programs for future activities.

Resident Assistant Fire Safety Training

During the week of August 24, 2018, the Office of Fire Safety partnered with Residence Life to welcome new Resident Assistants to campus. During this week, Fire Safety conducted multiple Resident Assistant training sessions covering topics such as egress paths, fire systems and devices, health/safety floor inspection procedures, and proper evacuation procedures and staging areas of each of residence hall.

Training sessions included physical walk-throughs of each residential building, through which John D. Keane was able to impart his skills and knowledge about firefighting and dedication to the preservation of life to each participant. He conveyed to the students the message that “My mission, as well as the reason why I am before you all, is not to start every year with a “routine” training provided to our students here at Montclair State. My mission comes from the oath I follow as a member of the fire service which includes the “preservation of life and property.” To me, life -above all- comes first. I value all life, especially when it comes to students and staff within our campus. I will always be here as a resource and a helping hand for all to ensure that everyone graduates, and everyone at the end of the day makes it home safe.”

Student staff and the Community Directors present in each session acknowledged Mr. Keane’s remarks with a standing ovation. The Office of Fire Safety recognizes that providing a personal approach in addition to hands-on training ensures that our message is better received and more effective for our target audience. We proceed through this academic year, as always, with a strengthened fire safety program and a heightened sense of a safe community for our students.

John D. Keane trains Resident Assistants on Fire Safety and life preservation in August 2018
Welcome New Facilities Employees!

May 2018 - December 2018

SERVICE MILESTONES
September - December 2018

Welcome New Facilities Employees!

MIGUEL CONCUL
Sr. Building Maintenance Worker
Housekeeping Services / Residence Life

RAFAEL DE LA CRUZ
Sr. Building Maintenance Worker
Housekeeping Services / SCATH

HANEEF LEA
Sr. Building Maintenance Worker
Housekeeping Services / Residence Life

MIRZETA KARALIC
Sr. Building Maintenance Worker
Housekeeping Services / Residence Life

ROXANNE FOSTER
Sr. Building Maintenance Worker
Housekeeping Services / Academics

JOHN BROOKINS
Sr. Building Maintenance Worker
Housekeeping Services / Academics

DARIUS LAVAN
Helper
Facilities Services

MARIA CASTANEDA
Sr. Building Maintenance Worker
Housekeeping Services / Residence Life

LUIS OYOLA
Sr. Building Maintenance Worker
Housekeeping Services / Academics

OSCAR VASQUEZ
Sr. Building Maintenance Worker
Housekeeping Services / Academics

BRADLEY DEMO
Assistant Director
Environmental Health & Safety

DEREK STANCZAK
Electrician
Electric Services

SERVICE MILESTONES

5 YEARS
Ben Ceca
Alexandra Melo
Sandy Perez
Edmo Bonilla
Lucia Rocco
Scott Rizutto
Pat Hickey

15 YEARS
Ben Olanrewaju
Manise Rendell
Annie Rivera Fernandez
Lydia Isaac
Darrell Lane

Donald Williams
Bill Morgan
Nate Alexander
Steve Magsamen
Pamela Towns

20 YEARS
Rollin Jean

Lilam Turino

25 YEARS
Saverio Dello Russo
Geraldo Jimenez
Edwin Torres
Adelaida Muniz

Luz Larrea
Rickey Brash
Tom Perry
SE Daughtridge

30 YEARS
Kausar Ahmad

40 YEARS
Joe Marzullo

www.montclair.edu/facilities
NEW COURSES BEING OFFERED AT MONTCLAIR STATE UNIVERSITY

All courses are located at:
Overlook Corporate Center
Main Lobby Training Room A
150 Clove Road, Little Falls, N.J.

Please bring a government-issued photo ID. We will accept driver’s licenses, passports, birth certificates, state and federal worker IDs, and university and school-issued IDs.

Breakfast, lunch and all materials are included.

**Instructors**
- Amy Ferdinando
  Director, Environmental Health and Safety
- Lisa Baker
  Associate Director, Environmental Health and Safety
- Joana Dos Santos
  Associate Director, Facilities Learning and Development

Register at bit.ly/2P6QyBk or at the door.

**OSHA 10-Hour General Industry**
Monday, Dec. 3 and Tuesday, Dec. 4, 2018
8:30 a.m. – 4:30 p.m.

The OSHA 10-Hour General Industry Course is intended to provide entry-level general industry workers with information about their rights, employer responsibilities. Students will also learn how to identify, abate, avoid and present job-related hazards on a work site. Ten (10) hours of mandatory and optional topics will be covered.

Fee: $395 – 2 days | Contact Hours: 8.5

**OSHA 10-Hour Construction Industry**
Tuesday, Jan. 15 and Wednesday, Jan. 16, 2019
8:30 a.m. – 4:30 p.m.

This 10-hour course is intended to provide entry-level participants a variety of construction industry safety and health standards. This outreach effort, aimed at promoting workplace safety and health, will be taught by an authorized trainer.

Please note: OSHA course completion cards will be issued to all participants.

Fee: $395 – 2 days | Contact Hours: 8.5

Visit the University Facilities calendar online for updated information about what’s happening in our division
WWW.MONTCLAIR.EDU/FACILITIES/

The Pipeline is the official newsletter of the Division of University Facilities at Montclair State University. Please direct all inquiries to Yolanda Brandon at brandony@montclair.edu or ext. 7846.
WE WISH YOU

HAPPY

HOLIDAYS

University Facilities Family
Thank you for a wonderful year filled with memories, hard work and laughter!