

## **OSH MODIFICATION PROJECTS**

### **I. Overview**

UMD seeks to provide an environment for employees and students free of recognized hazards. The Department of Environmental Safety (DES) is responsible for overseeing these efforts through a variety of programs. Each year, Facilities Management (FM) sets aside funding for the elimination of these recognized hazards through an Occupational Safety and Health (OSH) Modification Fund.

### **II. Scope**

The use of the OSH Modification Fund is limited to hazards identified within UMD organizations. Generally, the funds are not available for hazards associated with:

- A. Self-supporting organizations,
- B. Auxiliary-funded organizations, or
- C. Organizations that are not part of the College Park Campus.

Additionally, the funds can only be used for infrastructure type improvements and cannot be used for purchase of personal protective equipment or office equipment.

### **III. Identification of Potential Projects**

Potential OSH Modification Projects can be identified through many sources. Projects can be identified through workplace inspections, laboratory inspections, fire inspections, reports of injury or unsafe conditions, area coordinators, and through workplace safety committees. Individuals or groups wishing to submit an identified project for consideration for abatement should use the OSH Modification Project Submittal Form. Forms are due to by 15 January each year for consideration for following fiscal year. DES and FM staff will be responsible for estimating all costs associated with the projects. If a specific/unique item is required for the project, please provide that information with the submittal.

Historical examples of projects performed under the OSH Modification Fund include: electrical system updates, fire sprinkler system updates, purchase and installation of laboratory fume hoods and biosafety cabinets, installation of exhaust ventilation, installation of emergency egress, passive fall protection systems including guard rails, and installation of machine guarding systems.

### **IV. Selection of Projects for Abatement**

Prioritization and submittal of projects to FM for funding and construction is managed by the OSH Manager within DES. The OSH Manager will assess the hazards for all submitted projects to determine the associated degree of risk in terms of likelihood and severity and estimate a cost for each project. These procedures are in line with the UMD's Enterprise Risk Management approach.

- a. Risk Assessment. The matrix below will be used to assign each hazard identified with a Severity Category, and a Likelihood Rating. These will be used to determine a priority.

Severity	Likelihood Rating					Priority
	A	B	C	D	E	
						1 = Critical
<b>I</b>	1	1	2	3	3	2 = Serious
<b>II</b>	1	2	3	4	4	3 = Moderate
<b>III</b>	2	3	3	4	5	4 = Minor
<b>IV</b>	3	4	4	5	5	5 = Negligible
<b>V</b>	3	4	5	5	5	

Severity Category:

- I. Catastrophic – Multiple serious injuries or death.
- II. Disastrous – Life-threatening injuries or illness.
- III. Serious – Non-life-threatening injuries.
- IV. Minor – First aid only.
- V. Insignificant – no medical treatment required.

Probability Category:

- A. Almost Certain – Multiple times per year.
- B. Likely – Every year.
- C. Possible – Once every 2-5 years.
- D. Unlikely - Once every 6-25 years.
- E. Rare – Once every 25 years or more.

- b. Cost Estimates. Preliminary cost estimates will be calculated for each project based on equipment costs and associated demolition/construction costs.
- c. Prioritization. The OSH Manager will host a meeting with representatives from Research Safety, Fire Marshall, FM Safety, and OSH Division to determine the prioritization for hazard abatement. Projects will be prioritized based on the hazard priority, cost associated with the project, total OSH Modification Funds available, and specific inputs by the group. Meeting will be scheduled in late February.

## **VI. Submittal of OSH Modification Projects**

DES prepares and prioritizes the annual list and supplemental list of projects including scope, estimates and justifications based on OSHA guidelines. The OSH Manager submits a work order to Work Control along with the annual and supplemental lists requesting that the Department of Campus Projects (CAMP) and/or FM Shop Project Manager (HVAC, Electric, Welding, Construction Contract Supervisors, etc.) conduct surveys and validate the cost

estimates provided by DES. CAMP and/or FM Shop Project Manager validates the estimates, concurring they can do the projects based on the estimated costs provided by DES or provide new estimates.

The completed estimates are returned to DES for final review, including reprioritizing the list if necessary. The OSH Manager will finalize the FY OSH Modification Projects List, priority and supplemental lists, and submit to Program Planner in Capital Projects by 1 March each year for review and to prepare and take the agenda items through campus review and approval process. In addition to the OSH Modification Projects List, DES must also provide a summary of the most recent 3 FY OSH Modification projects and current status. The OSH Manager will represent DES at the FAC and present the final list.

Once the FY OSH Modification list is approved by the Facilities Advisory Committee (FAC), it is forwarded to the Facilities Council (FC) for final approval. Once approved by FC, OSH Modification Projects List, with any changes or modifications approved by the FC, returns to DES to initiate implementation of the approved projects. Initiation begins when DES submits a work order to Work Control requesting that CAMP and/or FM Shop Project Manager implement the annual and supplemental OSH lists of projects.

## **VII. Project Completion**

### **A. Design and Construction**

DES will serve as technical consultants to CAMP and/or FM Shop Project Manager for design of safety and fire protection elements, including identification of applicable technical specifications for elements such as ventilation. DES will continue to monitor progress of projects through construction and evaluate the completed projects to validate that the identified OSH hazard has been corrected.

### **B. Project Management**

Upon approval of the OSH Modification Project list each FY by the FC, OSH Manager will submit work requests to FM Work Control. FM Work Control will assign a PM for each project. DES will provide a designated representative from either OSH or Research Safety to serve as the primary POC for the PM. In some limited cases, DES may serve as the PM. The OSH Manager is responsible for monitoring the budget and completion status with all PMs and monitoring this aspect of the project to ensure project completion.

### **C. Changes to FC Approved OSH Modification Projects**

Changes to the scope (different building or room) and/or increased cost greater than 25% of the approved project cost need to be reapproved by the Facilities Improvement Committee (FIC). The Project Manager must develop the recommendation form outlining the proposed scope changes, cost changes, and reason for the changes. DES must review and approve of the changes prior to the Project Manager submitting the recommendation to the FIC. Once approved by the

FIC, the project will proceed under the Program Manager's direction. The Program Planner will document all approvals delegated to him and report them annually to FIC in conjunction with the submission of the annual OSH programs.

If the project does not change scope but costs are higher than original estimate, the Project Manager will submit a request for additional funds to the Program Planner via e-mail, and copy the Manager of Campus and O&M Projects Systems Support. The Project Manager will submit a request for additional funds to the Program Planner via e-mail, and copy the Manager of Campus and O&M Projects Systems Support and the OSH Manager. The request will include the project name, fiscal year of approval, approved amount, and amount requested, and will certify that the request for additional funds is not a result of change(s) in the approved scope. The Manager of Campus and O&M Systems Support will then provide the Program Planner the amounts of surplus and emergency OSH funds currently available. If the available funds are sufficient to cover the overage, the Program Planner will approve the request via e-mail, copying the Project Manager and the Manager of Campus and O&M Systems Support. The Program Planner will seek the concurrence of the OSH Manager before approving the request. The Project Manager will then submit a request to revise the Plant Project Account to transfer the funds into the project account. If available funds are insufficient and FIC funds are to be requested, the Project Manager will prepare a request for FIC approval. The Program Planner will document all approvals delegated to him and report them annually to FIC in conjunction with the submission of the annual OSH programs.