

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



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

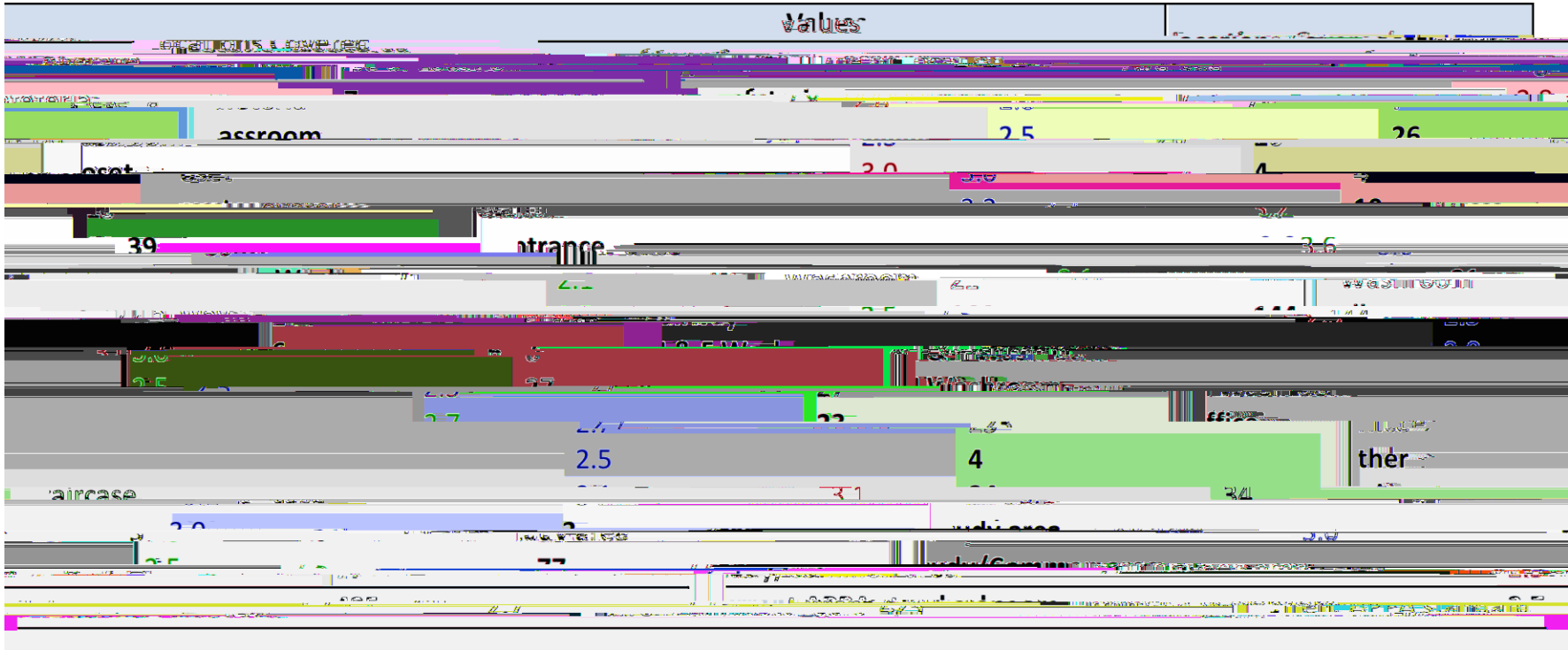
Quick Recap on January Newsletter

Closets

Signing out / Managing Supplies

Carts and eye wash bottles

Quality Control



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.

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

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.

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*

Back Education by CBI Health Centre



Staff Program: *Start of Shift Responsibilities*

<u>Shift</u>	<u>Hours</u>	<u>Days per week</u>
Day shift	7:00am - 3:00pm	Sunday -



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.



SAINT MARY'S | FACILITIES

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One University. One World. Yours.