

Building Safety Coordinator

Building Safety Coordinator Plan

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Building Maintenance Safety and Training Coordinator

Definition

The Building Maintenance Safety and Training Coordinator has the primary role of working with the management team towards the prevention of work site incidents through monitoring and evaluation of work procedures and environments. The role is accountable for the education and training of personnel to ensure a safe working environment and the management of specific safety related inventory programs. Works with workers, foremen, shop supervisors and contractors to increase safety awareness and improve work practices. Monitors worksites to ensure compliance with safety standards and coordinates and participates in safety meetings and worksite inspections.

Building Coordinators' Role and Responsibilities

Emergency Management and Business Continuity

- Maintain contact information, e-mail address, phone number, etc. which is the fastest way to contact those permanently assigned to your building in the event of an emergency.
- Serve as point of contact for the Incident Commander or deputy incident commander when information needs to be disseminated quickly during an emergency.
- Circulate and/or post information relative to an emergency situation.
- Assist with a campus lock-down by securing the outer building doors if your building is not equipped with card access.
- Each semester, and as the situation changes, maintain a list of the names and locations of those residing in your building that may be mobility impaired (both temporary and permanent). Whenever the list is updated, furnish a current copy to Xavier Police so that assistance can be rendered if a building evacuation is necessary.
- Train those who are mobility impaired on the rule of threes for assistance in the event of a building evacuation.
- Train faculty on how to use the door locks in their classroom and promote training on how to shelter in place.
- Promote the Safety, Environmental Health and Safety, building security personnel and Physical Plant websites as a means of communicating the latest safety information on a timely basis.
- Inform the building occupants of the existence of the weather radio, the various messages it may broadcast and the appropriate meaning and reaction to each message.
- Make building occupants aware of how to contact the chairman (Director of Security) if they have a concern.

- Insure that training records are maintained for each person assigned to the building reflecting that they have been trained on the Fire Prevention and Emergency Action Plans for the building.
- Participate in conducting periodic building safety inspections and facilitating resolution of any deficiencies found.
- Assist in training alternates to assume duties when the building coordinator is on leave, absent or not available.
- Attend an initial training session on the role of the building coordinator. Attend annual training sessions which will be conducted by Safety and Compliance.

In addition you provide valuable day-to-day administrative assistance to various campus departments as follows:

Safety and Compliance

- Maintain the EH&S Safety Binder for the building and make it available for review by building occupants and others as needed.
- Report all concerns relative to the health and safety of building occupants and visitors to the Manager for Safety and Compliance.

Building Security Personnel

- Unlock offices during normal business hours, for faculty/staff lockouts using your building master key.
- Forward all condition reports to the proper person for correction and follow up.
- Assist with the security of the building by recommending;
- Engraving office equipment through building security personnel
- Inventorying office equipment
- Offering to assist people wandering through the building
- Notifying building security personnel of any suspicious behavior or thefts
- Assisting in restricting areas of the building to staff only
- Reminding building occupants to secure their valuables when not in their office

Physical Plant

- A skilled and well-trained Building Coordinator is essential to Physical Plant in the effective and efficient management of building services building wide.

Communication

- Central contact point for all issues related to the building from and to the department of Physical Plant. Physical Plant will communicate events such as:
 - electrical power disruption and water shut off
 - maintenance activities
 - moves within the building, etc.
- The coordinators will communicate this information to their constituency.
- May be provided with in-depth knowledge of the building Master Plan and how it affects the building occupants. Occasionally called upon to obtain and communicate certain types of information necessary for planning or programming of spaces.

Maintenance Work Requests

- Qualify and characterize work requests to help Physical Plant better understand the nature of the problem and be more effective in its resolution.
- Use the Physical Plant computerized maintenance management system. This will allow you to check on the status of all work orders related to the building and communicate the results to interested individuals.

Furniture Requests and Moves

- Review all requests for moves into, out of or within the building, especially those requiring the assistance of commercial movers.
- Offer to other building occupants any furniture deemed surplus and scheduled for removal.
- When the delivery of newly purchased furniture is dependent on the removal of old furniture, remind those impacted to coordinate the scheduled times with Physical Plant.

Key and Card Access

- Building coordinators should be familiar with the process for issuing keys and granting card access to their building so that they may assist employees in applying for the level of access they need.
- Keys are issued and tracked by Physical Plant. Everyone desiring a key to a building or room must complete a Key Request Form, have it signed by their department head and submit it to Physical Plant.
- If a department within a building is hiring a new employee or moving a current employee and new keys are needed, a Key Request Form should be submitted at least one week prior to the start or move date

to allow the locksmith the time needed to cut and deliver the keys. The signed and completed form is mailed or faxed to the Physical Plant office.

- Card Access is generally used to access a building and is administered by the ALL Card Center. A Request for Building Access Form must be completed and signed by your Administrative Department Head or Academic Chair. Forward the form to the All Card Center for processing. Please allow two business days for completion.

Building Services

- Remind departments to provide information regarding any personnel changes. If a change in personnel or a new hire occurs, with adequate notice, a more involved and/or thorough cleaning project can be scheduled.
- Remind those in the building planning special events to contact Campus Services to coordinate setups, trash removal or any other special requirements of the event.

Miscellaneous

- From time-to-time it may become necessary to ask building coordinators to assist in other duties and undertakings.

Policy on Advertising Events

- Building coordinators generally have the final say as to if and/or how the distribution or display of publications, handouts, literature, and other forms of printed material are handled in their building.
- Specific guidelines and a Policy on Advertising Events may be found in the Employee Handbook.
- The building coordinator, using the above referenced guidelines, is the final authority for what is posted and where it is posted in their building.

REVIEW AND REVISION

The Building Safety Coordinator Plan will be reviewed and revised in accordance with the Building Safety Coordinator.

Recommended: _____

Signature

Pakkirisankar Jagannath

Program Manager

Approved: _____

Signature

Anil Sharma

CEO