Establishment of Physical Plant’s Training & Compliance Office

Vinnie Brennan

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“See the Need, Take the Lead”
Vision Statement

Develop an ongoing training and professional development program to prepare employees for meeting the needs of the institution.
Goal

Have all staff achieving excellence in a world class approach through a well defined training program
Objectives

- Create “PPD Training & Compliance Office”
- Identify the required training to perform each current PD outlined by:
  - State and federal regulation
  - University policy
  - PPD policy
  - Unit policy
- Track & schedule training
- Identify elective training for each PD that would enhance professional development
- Identify 3 to 5 PDs within the department for each PD to aspire for a promotion
- Identify both in/out-house entities to help accomplish our goal
- Establish & execute written safety programs that are pertinent to employees work.
Today’s Situation

- Training is defined by the University, directors, managers, supervisors, etc.
- Priorities are not consistent
- Funds for training are not consolidated
- Employees feel disconnected from the process
- There is no defined direction for employees to follow as a model or guide
- Training is not done for various reasons:
  - Thought as a waste of time
  - Not enough time
  - Not enough money
  - Unaware of the requirements
How Did We Get Here?

• We are an institution that is 212 years old
• The cost for not doing it was not looked at or great enough to do something about it.
• No one has ever really addressed the issue because of its size and diversity.
• “This is the way we have always done it.”
Asbestos & Lead Management Program Organizational Chart

Vincent J. Brennan
Asbestos & Lead Supervisor

Marie-Andree D. Gervais
Asbestos & Lead Technician

Allison A. Savage
Asbestos & Lead Technician

Stacy Suchier
Asbestos & Lead Technician

Marilyn S. Baker
Staff Assistant 1
Duties and Responsibilities of ALMP

- Inspects and identifies asbestos & lead hazards
- Offers training for personnel for asbestos & lead
- Maintains the Asbestos & Lead Program
- Maintains the University’s Respiratory Protection Program
- Also facilitates other abatement & remediation activities, i.e. guano, mold.
Training & Compliance Office Organizational Chart

Vincent J. Brennan
Safety Programs Manager
Approved November 22, 2002

Marie-Andree D. Gervais
Asbestos & Lead Supervisor
Approved November 8, 2001

Proposed Position
Safety Inspector
Phase 2 of Expansion

Allison A. Savage
Asbestos & Lead Technician

Stacy Suchier
Asbestos & Lead Technician

Marilyn S. Baker
Training & Compliance Coordinator
Wage & Salary Review

Proposed Position
Information & Records Specialist
Director’s Office for Funding

Proposed Position
PPD Assistant
Phase 2 of Expansion

Proposed Position
Asbestos & Lead Worker
Phase 2 of Expansion

Proposed Position
Asbestos & Lead Worker
Phase 2 of Expansion

Proposed Position
Asbestos & Lead Worker
Phase 2 of Expansion

Proposed Position
Asbestos & Lead Worker
Phase 2 of Expansion
Launch Strategies

- Relocate the PPD–TCO to accommodate expansion and create efficiency
- Complete the expansion proposal of the TCO
- Consolidate funds for training cost
  - Cost for training
  - Cost for time at training
- Summarize training hours for each PD per year
  - Initial training
  - Annual training
Programs by Managed TCO

- Asbestos & Lead Management Program
- Respiratory Protection Program
- Confined Space Program
- Electrical Safety / LOTO Program
- Job Safety Analysis Program
- Hazard Communication Program
- Hearing Conservation Program
- Hot Work Program
- Employee Training Program
Current Status of Programs

- **Asbestos & Lead Management Program**
  - maintain programs
  - RFP for comprehensive inspection
  - Converting existing data to new system

- **Respiratory Protection Program**
  - Annual review of program
    - Evaluating medical screening process
    - Evaluating current inventory process
    - Evaluating delivery of training
Current Status of Programs

• Confined Space Program
  – Reviewing current written program
  – Reviewing proposal from outside consultant
  – Complete safety equipment upgrades
  – Inspect sites and evaluate
  – Install proper signage and labels
  – Assemble rescue team
  – Initiate training program

• Electrical Safety / LOTO Program
  – Review current written program
  – Evaluating software
  – Established ad-hoc committee
    • Rick Weld
    • Mike Wells
    • Sal Chiarelli
    • Clay Warren
Current Status of Programs

- **Job Safety Analysis Program**
  - Establishing written program
  - Working with UVM/UE safety committee on evaluating accidents and other safety issues
  - Communicate JSA to all effected staff

- **Hazard Communication Program**
  - Evaluate current written program
  - Working with ESF on training
  - Look at MSDS delivery to staff and develop system to eliminate language problems
Current Status of Programs

- Hearing Conservation Program
  - To evaluate late 2003

- Hot Work Program
  - To evaluate late 2003
Current Status of Programs

Employee Training Program

• Formed an ad hoc committee
  • Erica Spiegel
  • Judy Martelle
  • Lois Adams
• Design instruction which promotes professional development, personal excellence and success.
• Assist individuals in developing educational plans.

• Create a collaborative climate.
• Help in improving communication.
• Accommodate diverse student needs.
• Create supportive networks.
• Facilitate learner involvement and self-determination.
Feedback is essential for a successful program. Please send any suggestions or comments to Vincent.Brennan@uvm.edu