



NEW MEXICO HIGHLANDS UNIVERSITY
FACILITIES SERVICES DEPARTMENT

POLICIES AND PROCEDURES

New Mexico Highlands University

General Services

I. Facilities Management Department

The Facilities Management Department (FMD) is established to provide technical expertise and oversight in the management, operation, repair, renovation, and construction of the fixed physical assets of New Mexico Highlands University. This department plans and manages the construction of the campus physical plant at the main campus and all branch and off-campus sites. FMD is responsible for providing utility acquisition, production, distribution and management for the main campus. FMD is provided funds for the operation and maintenance of Instructional and General Space on the main campus. The department is capable of maintenance and custodial services to renovations and major construction projects. Comprised of 6 shops, FMD employs approximately 80 people, many of whom are on emergency call 24 hours a day.

A. General Information

1. Mission Statement

FMD's mission is to provide courteous, responsive, cost-effective services.

2. Who to Contact for Information

Help Desk – 454-3260 – 7 a.m. to 5:00 p.m.

Office Manager – 454-3499

Motor Pool – 454-3260

Motor Pool – Buses – Contact Greg Martinez – 454-3160

Business Manager – 426-2048

Director's Office – 454-3499

Custodial Manager – 426-2242

Plant Operations/Maintenance Manager – 426-3491

EMERGENCY After Hours – (Campus Police) – 454-3278

FIRE – 5555 (from a University Phone), or 911 from a regular or pay phone

Work Order Submission –

3. Relationship with Branch Campuses and Off-Campus Sites

The Facilities Management Department (FMD) is charged by the Board of Regents with the responsibility to plan, manage and oversee all capital outlay construction projects for all locations within the NMHU system. In addition, FMD will be responsible for any work which is competitively bid for a construction activity. For further information contact the director at 454-3499.

FMD provides maintenance and minor modification support to any branch campus or off-campus site that requests it (on a reimbursable basis); however, due to distances involved,

most of that support is limited to the Las Vegas area. For further information contact the director at 454-3499.

4. Funding for Services

FMD is funded by the state and university for the operation and maintenance of Instructional and General Space. For further information as well as aid in determining whether FMD is funded to provide a service please see "C. Cost of Services" below or contact the FMD Help Desk 454-3260 or 426-2050.

5. Customer Feedback

FMD strives to receive feedback on the services provided. This is accomplished in the following manners.

Randomly generated Work Orders.....

Each fall, a survey is mailed to ABCD distribution and all building monitors plus a random sampling of faculty, students, and staff. The results of that survey and comments received are shared with involved department members, and all deans. For copies of the survey results, please contact the FMD Director's Office at 454-3499.

B. Services Available

As a general rule, FMD is funded to provide routine operation and maintenance. For further information on how these services are funded and who is responsible for the cost of these services, please see "C. Cost of Services" below.

1. Building Maintenance

FMD provides most routine building maintenance services for Instruction and General Space. Many of these, such as custodial care, grounds care, painting, environmental control, and light bulb replacement, are listed elsewhere in this section. For more information, contact the Help Desk at 454-3260.

2. Construction Management

FMD provides management of building construction contracts on all NMHU campuses. The work is normally related to projects bid to contractors through the Purchasing Office. The procedures are necessary to allow the construction process to flow with minimum impact on neighboring buildings and their occupants.

If you have a question or concern about a building under construction, please call the Project Managers' 426-3491 or 454-3160.

3. Custodial Care

Custodial series provided by FMD include:

- Cleaning of building interiors
- Dusting of cleared areas
- Hard floor care
- Carpet and upholstery cleaning
- Window washing
- Daily restroom sanitizing and supply
- Daily trash removal from building to collection point
- Water pick up and emergency cleaning services
- Support for special occasions
- Locking and unlocking of exterior doors on building served

Custodian schedules vary from building to building and are subject to change. For more information, call FMD at 454-3260.

4. Elevator Maintenance

All elevators on campus are maintained by contract. The contractors provide a monthly preventative maintenance program as well as repair service calls to keep the elevators in optimum working order. FMD electricians also provide emergency repairs when necessary.

If you are experiencing a problem with the elevator, call the Help Desk at 454-3260.

5. Environmental Control

FMD provides environmental control for most campus buildings, including the adjustment of thermostats upon request. However, because HVAC (heating, ventilation and air conditioning) systems vary widely from one building to the next, the level of environmental control also varies. To request a temperature adjustment or in case of a persistent problem or technical question, call the Help Desk at 454-3260.

6. Equipment Installation

FMD can install most types of equipment, from delivery to assembly and hooking up any needed utilities. (Two exceptions are computer and phones which are handled by ITS. FMD must be involved in any installation requiring modification of utility systems or facilities. The requesting department is usually responsible for the cost of the modifications.

For simple installations, e.g., a new electrical outlet for a copy machine put in a work order.

For larger projects, e.g., a dedicated circuit for a copy machine or a different voltage, submit a work order to the FMD. FMD will determine the scope of work involved and if necessary provide a cost estimate.

7. Estimates

Upon request, FMD will provide estimates for billable work. There is no charge for estimates, and the requesting department is under no obligation to have the estimated work performed.

An estimate request can be submitted:

- A faxed request to the Help Desk at 454-3120
- A mailed request via campus mail to: FMD Help Desk

Be sure to include a description of the work desired, along with the name and phone number of the contact person, and the foap to charge for this work.

FMD will prepare a written estimate and forward it to the requesting department for review. If the department decides to proceed with the work, an authorized person should sign the estimate form, fill in an account number, and return the form to FMD. At that point a work order will be created and the work scheduled.

As with any estimate, those furnished by FMD represent their best judgment concerning the expected cost of the project. These estimates do not represent a fixed quote or a guaranteed cost. Actual charges may be more or less than the estimate.

8. Facility Data

FMD maintains detailed facility data, such as the size and use of rooms, age of facilities, floor plans, etc. Most of this information can be furnished to campus users upon request.

Floor plans are available for most campus buildings on hard copy, but in the near future, floor plans will be available through electronic means.

To find out more about what data is available and how it may be accessed, call FMD at 454-3260.

9. Fire Protection/EMS

FMD is responsible for ensuring the proper maintenance, operation, and documentation of all emergency and safety devices under their control. FMD maintains compliance with the many safety, health, and environmental standards promulgated by a variety of local, state, federal, and voluntary regulatory agencies. FMD also develops policy and standards that will guide and assist all departments on all NMHU campuses in the administration of and compliance with safety, health and environmental health programs.

The FMD Safety Officer is responsible for the development, coordination, implementation and training of safety programs. The Safety Officer is responsible for providing assistance to all students, faculty, staff, and employees in correcting safety hazards and concerns.

For any emergency dial 9-911 from a University phone or 911 from a regular phone (pay phone, cell phone). For information, call the FMD 454-3260.

10. Furniture Installation

FMD can install custom or built-in furniture, such as desks, cabinets, bookcases, etc. upon request. Repair and modification of existing pieces may also be arranged. For more information, call the Help Desk at 454-3260.

11. Grounds Care

Grounds care services provided by FMD are:

Landscape Management and Maintenance

- Lawns and athletic fields
- Planter and flower beds
- Tree and shrub program
- Irrigation
- Interior planters
- Curb, street parking lot painting/signage
- Support for campus events (concerts, sporting events, special events)
- Trash collection/pickup
- Landscape Restoration
- Professional landscape design
- Landscape construction
- State-of-the-art irrigation system installation
- Turf improvement program
- Color planter bed renovation
- Xeriscaping/water conservation

Please refer to "C. Cost of Services" below for discussion on funding of these services.

12. Interior Design

The Project Manager(s) provides professional interior design services which cover almost every aspect of interior problem-solving. This office has developed a program to provide NMHU with the best possible products, services, and prices available.

13. Keys and Locks

The Locksmith Shop provides the following services:

- Installation of the locks
- Repair of locks
- Installation and maintenance of door hardware
- Cutting additional keys (call for cost information)
- Design of master key systems
- Emergency locksmith services
- Requesting issuance of keys – Anyone requesting the issuance of keys should first contact their department head and building monitor. A memo, signed by the department head should be forwarded to the work order desk. The new keys will be delivered to the department head for issuance. Major organizational units should establish internal practices for issuance, management and collection of keys for their areas.
- Replacement of lost keys – Replacement will follow the same practice as above with the exception that we request a police report accompany the request of the new keys.
- Opening of locked doors – FMD employees are instructed not to open locked doors for any individual. The FMD will respond and open doors upon confirming the identification of the requestor and securing permission from the department head.

14. Light Bulb Replacement

FMD has staff members dedicated to maintenance of interior and exterior lights on the campus. Its funding provides for interior lights for I&G space. FMD will replace burned out light bulbs in permanently affixed light fixtures at no charge if a standard light bulb is used. Non-standard light bulbs are billed to the department. For further information or cost see "C. Cost of Services" below.

To request light bulb replacement, submit a work order.

15. Motor Pool

The FMD Motor Pool exists to provide University vehicles for use in support of university related business.

Vehicle key packages may be picked up by 5 p.m. the day before for early morning departures or by 5 p.m. Friday when a vehicle reservation begins on a Saturday or Sunday. Prior arrangements can be made with FMD to pick-up or turn-in the key packages at the Campus Police Building during afterhours other than the state leased vehicles which have to be picked up and turned in at the Facilities Help Desk.

Rental Rates and Vehicle Selection: The Motor Pool fleet typically consists of sedans, minivans, 12- and 15-passenger vans, and pick-up trucks (local use only).

Rates are established on daily, weekly, and weekend bases.

All rates include unlimited mileage but do not include fuel. Year, make, model, and rate are subject to change without notice. The Motor Pool also offers vehicles for long-term lease. Please Call FMD at 454-3260 for the latest fleet composition and use rates.

The only acceptable method of payment for any Motor Pool services is billing through the Physical

Motor Pool vehicles are instead for university business only, to include events and activities which are sanctioned by the university. Please exercise appropriate discretion and remember that the vehicle and its operation represent the university.

Motor Pool vehicles may be driven only by employees or "volunteers," who have in their possession BOTH a valid State operator's license and proof of completion of the State Defensive Driving Course.

Responsibility for the safe and appropriate use of state vehicles is delegated by the Motor Pool to the driver who signs for the vehicle on the rental agreement. This includes ensuring that any additional drivers are in possession of the required permits and familiar with the use policies.

As a general guideline, Motor Pool vehicles may be used for incidental transportation of non-NMHU personnel, provided that the main purpose of the travel is for a university-sanctioned activity, and that the main activity is not adversely affected by the incidental use. However, the insurance coverage provided through the New Mexico State Risk Management Division will cover liability only (excluding the vehicle occupants). While state employees are covered by workers compensation, it is important to note that all non-employee drivers or passengers, to include "volunteers," have no insurance coverage, medical payments or otherwise, provided by the State of New Mexico while in a state owned vehicle. Persons desiring such coverage need to make appropriate arrangements if

their personal insurance policies do not provide it. Specific questions regarding insurance should be directed to the campus Purchasing Department.

Supplemental Insurance: The Motor Pool is pleased to offer supplemental insurance for just a few dollars a day (adjusted annually). The purpose of this insurance is to cover any damage to Motor Pool vehicles not covered by risk management because of the \$1,000 deductible. At the time of rental the customer will be asked to accept this insurance in order to avoid being caught by surprise with unbudgeted expenses generated by an accident. Details are available on request.

Please read the requirements for activating coverage and validating a claim, included in the rental packet materials. Failure to follow the proper procedures will void this coverage.

Mexico Trips: Any trip into Mexico MUST be fully insured by a Mexican Insurance Company prior to ANY travel across the border, including Juarez. Insurance must be obtained from the Motor Pool, contact 454-3260 for further details.

Traffic Laws and Parking Tickets: Any traffic or parking citation is the driver's responsibility.

All occupants of the Motor Pool vehicle are required by state law to wear seat belts.

No smoking allowed in Motor Pool vehicles.

16. Moving Furniture and Equipment

The FMD set up crew is available to assist departments in moving furniture and equipment which does not require specialized handling. Users should ensure that equipments is disconnected and packed for transport. There is no charge for this service during regular hours unless items are moved off campus or special equipment such as forklifts or jacks is necessary. Departments will be charged for actual overtime costs outside of the normal work day. Arrangements should be made at least two weeks in advanced for scheduling purposes.

FMD will also transport materials to the Property Office when departments wish to turn them in. However, the Property Office must first agree to accept the material. Contact the Property Office for more information at 454-3395.

NOTE: The Property Office is assigned as a function within the Business Office and is not a part of FMD.

To request moving assistance, submit a work order.

17. Painting

The FMD Paint Shop has established a painting schedule for repainting the interiors of Instruction and General Buildings on a recurring seven-year cycle. That routine maintenance painting is covered by FMD funding.

The Paint Shop will provide other interior painting on a billable basis.

The FMD Paint Shop also has established a schedule for exterior painting of I&G facilities. That schedule is less established however and is subject to reconsideration as needed.

FMD painters also remove graffiti from buildings and structures. If you spot any graffiti, please contact the Help Desk at 454-3260.

18. Pest Control

The FMD has a contract with a certified pest control company to provide an integrated pest management program with respect to the NMHU grounds. In addition, the contract provides for structural pest control (insects, rodents or other pests) for building. Services offered include: spraying for insects (as funding allows), pest trapping and removal, and removal of dead animals.

For more information, call the Help Desk at 454-3260 and place a work order request.

19. Renovations/Remodeling

FMD can support minor to moderately sized remodeling projects on campus, including design and cost estimating. For more information, call the FMD Project Manager(s). If you would like the project evaluated for feasibility and cost estimating, submit a paper copy work order to the FMD Help Desk at 454-3260. Once the Project Manger(s) has evaluated the work, it may be considered for action depending on the scope and complexity of the work involved, funding, and other special considerations. All renovations and remodels must have a CID permit pulled prior to the work beginning.

Please see Section "C. Cost of Services" for further information on funding for this type of service.

20. Repairs

FMD personnel are capable of repairing a wide variety of fixtures and equipment. The cost of repairing departmental equipment/furniture is the department's responsibility. Repair of permanent fixtures in I&G facilities is generally the responsibility of FMD.

In some cases, however, the cost of a major repair may exceed the funding FMD has available to cover it. In such cases, repairs may be deferred until funding becomes available. Minor repairs can usually be taken care of immediately.

To request a repair submit a work order to the FMD.

21. Recycling

22. Solid Waste

FMD provides the following services related to solid waste:

- Daily pickup and disposal of refuse
- Placement and maintenance of refuse containers
- Special pickups upon request

For more information, call the Facilities Management Department at 454-3260.

23. Table and Chair Setup for Special Events

FMD has a limited number of tables and chairs available which departments may borrow for special events. There is no charge for their use. Delivery and set up is also provided at no charge, unless the tables and chairs must be transported off campus or outside of normal work hours. A foap is required to reserve tables and chairs, but will not be charged unless it becomes necessary to repair or replace items that are damaged or not returned.

Arrangements must be made at least two weeks in advance for scheduling purposes. During certain times of the year, three weeks' or more notice is advisable.

For more information, call the Help Desk at 454-3260.

24. Utilities

FMD oversees the acquisition, production, distribution and management of most campus utility systems. These include domestic water, sanitary sewer, electric power, chilled water, steam, geothermal water, natural gas, and emergency power.

The utility use for Instructional and General purpose space is funded by the State of New Mexico under the I&G appropriation. All other facilities and utility consumers are expected to reimburse the university for the cost of providing the utilities used.

The following utilities are billed to auxiliary facilities on the main campus:

- Electricity
- Natural gas (if present)
- Chilled water (if present)
- Steam (if present)
- Geothermal
- Sanitary Sewer

Utility bills are based on consumptive use. Rates are established for each utility system. Information on rates is available by contacting the FMD at 454-3260.

Utility Connections: Utility systems are integral to the well being of the campus. No modification or connection to a utility distribution system is authorized unless approved by the FMD and either accomplished by FMD or under its direct supervision.

Utility Locates:

- In accordance with the New Mexico legislation (SFL/SB 415), anyone excavating or preparing plans for excavation on the main campus shall request a utility locate a minimum of two working days prior to commencing excavation.

To request a utility locate call the FMD Help Desk at 454-3260.

NOTE: The “two working days” time limit is needed to ensure all locators are informed of the locate request with sufficient time allowed to make their locates. Provide information regarding the commencement, extent or duration of the excavation work.

- The locate shall be considered valid for five days. If excavation has not commenced within that time, a request for a relocate shall be made in accordance with item “a” above.
- Maintaining a minimum of eighteen inches between any marked utilities and the cutting edge or point of any mechanical excavating equipment.
- Protect all existing utilities during the excavation.
- Notify the owners of any utilities damaged or dislocated during the excavation work, prior to back-filling. Notify the owners of any tracing tape or tracing wire damaged or dislocated during the excavation work, prior to back-filling.

UTILITY LOCATING MARKS

COLOR CODE

- COLOR – UTILITY

- Blue – water, including domestic water, irrigation lines, steam supply and return, chilled water supply and return
- Green – sewer
- Orange – telephone and cable television
- Pink – fiber optics
- Red – electrical
- Yellow – gas
- White – proposed excavation

This color designation conforms to the American Public Work Association color usage, except for pink. Pink is used to mark fiber optics on the NMHU campus only.

Utility Outages: FMD will normally provide two weeks' notice for all planned utility outages which affect campus facilities. Any activity that will require an outage must be requested in writing to the FMD. Contractor requested outages must be routed through the Project Manager(s). That request will be acted upon within 5 working days, either with denial or approval, including appropriate applicable conditions.

Once approved, notices of utility outages will be made available to the campus community through the following means. An email notice will be forwarded to all appropriate parties. University Communications will be informed for inclusion in news releases, publications or distribution as appropriate.

On some occasions, emergency situations force an unplanned utility outage. The FMD will then respond with all available means to repair the situation and restore utility service as soon as is possible. For more information on unplanned utility outages contact the FMD Help Desk at 454-3260 during normal working hours. For after hour calls contact Campus Police at 454-3278.

Utility Tunnels: The University has an extensive network of utility tunnels which exist for the sole purpose of providing a means to carry utility systems to and from campus facilities. Access to those tunnels is not authorized unless specifically approved by the FMD or their designee. The tunnels are potentially dangerous spaces and proper regulations are to be followed by any that enter these areas. No one is authorized to install any additional equipment or devices in the university utility tunnel system unless first receiving approval of the FMD.

25. Vehicle Fueling

Diesel and unleaded fuel credit cards are available for University vehicles. To obtain a card, or more information, call FMD Motor Pool at 454-3260.

26. Vehicle Maintenance and Repair

FMD mechanics can provide a wide variety of vehicle repairs and services, including diesel engine maintenance. Tires, mounting, and balancing are also available. In addition, a scheduled preventative maintenance service is offered to help avoid major repairs.

To schedule service or for more information contact FMD at 454-3260 or submit a work order request.

27. FMD Central Store

The Central Store offers a variety of hardware, such as ladders and extension cords are available for check-out. Departments must sign for and pick-up materials and return them when done. The person who signs for the equipment will be held responsible for the equipment and will be charged for replacement of any equipment that is not returned. Also, cleaning supplies are available for purchase by university departments. A valid foap must be presented to purchase materials and a work order must be done.

For more information, call the FMD at 454-3260.

C. Cost of Services

1. Some of the FMD's services are provided at no cost while others are charged back to the customer. Services paid for by the customer are called billable services. Those paid for by FMD are called non-billable services. Billable services are also said to be reimbursable, because the requesting department reimburses the FMD for the cost of the service. A foap must be provided by the customer before billable services will be rendered.

To determine whether or not a service is billable, consider the following questions:

- a. Does the service pertain to a building? If not, the type of service rendered determines who pays for the service. Most general campus grounds and systems maintenance costs are absorbed by FMD, while other non-building-related services are provided at the customer's expense. For more information, call the Help Desk at 454-3260.
- b. If the service pertains to a building, is the building supported by state funding? If not, the service will be billable. To find out whether a building is state-funded or not, see the discussion regarding type of building (paragraph 2 of this section).
- c. For a state-funded building, is the service considered routine maintenance? If not (i.e., the service represents and enhancement or extension of existing facilities), the service is billable. For help determining the type of service involved, see paragraph 3 of this section.

In addition, special funds are set aside for building repair and renewal (CRR) for which certain projects may be eligible. For more information, see the discussion of BRR funds (Paragraph 4 of this section)

Furthermore, upon request, FMD will provide cost estimates for its services.

If you have any questions, call the FMD Help Desk at 454-3260.

2. Type of Building

Whether a service is billable is dependent in part upon whether or not the building involved is state-funded.

A state-funded building is referred to as an I&G (instruction and general purpose) facility. I&G facilities house such activities as teaching, administration, extension and public service. Non-I&G facilities are those used for such activities as externally funded research or auxiliary services. Such facilities do not receive state funds for their maintenance. The decision concerning whether and to what extent a building is an I&G facility is made by the HED.

All services rendered in support of non-I&G buildings are billable. Services rendered in support of I&G buildings may or may not be billable depending on the type of service.

Note that some buildings are a mixture of the two types. As a result, they receive a certain percentage of I&G funding. Whether services rendered for these buildings are billable or not is determined on a case by case basis.

3. Type of Service

Any service rendered in support of a non-I&G building is billable, regardless of type. However, whether or not a service for an I&G building is billable depends on the nature of the service. (Refer to the Type of Building, paragraph 2, for an explanation of the difference between I&G and non-I&G.)

If the type of service involved can be described as routine service or maintenance, the service is not billable. On the other hand, if the service represents an enhancement or extension of existing facilities, the service is billable.

The following table contains examples of billable and non-billable services. For further clarification, call the FMD Help Desk at 454-3260.

Non-Billable	Billable
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Routine service maintenance Scheduled painting	Enhancement or extension maintenance Unscheduled painting
Repair of permanently installed or equipment, e.g., broken floor furnishings, e.g., projection screen in tile classroom	Repair of department-owned equipment
Routine custodial services	Remodeling/Renovation
Light bulb replacement	Nonstandard light bulbs, e.g., special color
Repair of locks	Re-keying of locks, cutting of additional keys
Repair of electrical outlet	Relocate or install new electrical

4. Building Repair and Renewal (BRR) Funds

In some cases, departmental work that would otherwise be billable may be eligible for coverage by special state funds. Each year the State of New Mexico allocates funds to be used for the renovation, repair, and remodeling of I&G buildings and infrastructures at NMHU. These funds are commonly referred to as building repair and renewal (BRR) funds.

Since there are always more requests for BRR projects than can be accommodated in a single year, requests must be evaluated and prioritized. Funding is given to those projects with the highest priority in each of five categories. BRR funds are typically distributed among project categories as follows:

Project Category	Approximate % of BRR Funds
Minor modification	25
Major maintenance	30
Campus infrastructure	25
Campus improvements	7
Safety, health and access	7
Contingency	6

Each spring the executive vice president prepares a memo for ABCD distribution soliciting requests for BRR-funded projects. Upon receiving these requests, he/she forwards them to FMD for review. FMD prepares cost estimates as needed and classifies the requests into the five categories listed above. The final decision concerning the prioritization of projects is made by the executive vice president and then is submitted through the president to the Board of Regents for their approval. Once a project is approved, FMD becomes responsible for managing the project, whether or not FMD actually does the work.

D. Project Manager(s)

The Project Manager is the point of contact in the FMD charged with primary responsibility for the management and oversight of capital outlay projects for the campuses of NMHU. The Project Manager/Architect offers a variety of design and project management series to the

NMHU community. For further information on any of the items listed below, contact the Project Manager at 426-3491 or 454-3160.

Specific Board of Regents policies outlined in paragraph F below, and State Rules and Regulations as outlines in paragraph E below detail the numerous steps which must be accomplished in carrying out capital outlay projects for any facilities owned by the Board of Regents of New Mexico Highlands University. The Project Manager/Architect is charged with the primary responsibility for the management f these processes to ensure timely and efficient accomplishment of those projects.

The Project Manager/Architect develops project submittal documents as required by the Board of Regents, Higher Education Department, and the State Board of Finance. In addition, the Office of the University Architect accomplishes internal reviews as requited on projects by interested campus departments, Campus Planning Committee, Administrative Council, and other.

The Project Manager/Architect is charged by the University with the responsibility for the development and maintenance of facility master plans for the main campus of NMHU. In addition the Office of the University Architect coordinates and assists the branch campuses on the development of their master plans.

The Project Manager/Architect is charged by Board of Regents policy with responsibility for the oversight management of selection of architects and engineers for the accomplishment of designs on capital outlay projects for all campuses and for all projects associated with NMHU. The office is responsible for development of appropriate design contracts, construction contracts, and direction of all activities accomplished by these architects and engineers hired by the University.

The Project Manager/Architect provides planning and design services for projects which are to be accomplished by contract forces associated with the campuses of NMHU. In order to provide a staff of sufficient size to accommodate the need for these services, the office has established a fee for their services which amounts to 25 percent of the overall design cost associated with the project.

The Project Manager/Architect provides construction management services of all contract projects for both the main campus and branch campuses of the University.

The Project Manager/Architect also provides interior design services for the main campus.

E. State Rules and Regulations

1. Building Codes

All construction activity on university owned facilities is mandated by state law to be done in accordance with applicable building codes. Building codes are published regulations which establish standards for a myriad of areas. These include such things as accessibility, electrical systems, life safety, mechanical systems, plumbing systems and others.

The FMD provides the university with technical expertise to insure that building codes are met whether the work is accomplished with in-house forces or by contract.

Should the FMD become aware of any activity or work which does not meet building codes, that activity or work will be removed and the responsible department will bear the cost of all required remedial actions.

2. Regulatory Oversight

The Construction Industries Division of the State of New Mexico has regulatory oversight for construction activities in the state.

Only those entities licensed and acceptable to the Construction Industries Division shall be allowed to perform construction related activities.

No party shall be allowed to work on NMHU owned facilities or infrastructure unless the party is licensed by the State of New Mexico and has acquired the required construction permitting.

In order to coordinate these activities and to protect the interest of NMHU, no contractor will be allowed to work on NMHU-owned facilities without the express permission of the FMD. For more information contact the FMD Director at 454-3499.

3. Commission/Board Approval Levels

The FMD coordinates all construction activities. Some projects require approval of the Higher Education Department (HED) and the State Board of Finance (SBF).

The following excerpts from HED rule 440 and SBF rules describe the thresholds at which approvals are required.

a. Higher Education Department

Statutory Reference(s): Section 21-1-21, 21-13-14 D, and 21-14-12D NMSA 1978 – The Higher Education Department has responsibility for approving all building construction, major remodel projects, and purchases of real property at public higher education

institutions. Approval of proposed capital outlay project for which funding is available will be handled by the HED on the basis of the following principles and procedures:

All projects submitted for HED approval must have the prior approval of the institution's governing board. [2-15-98].

Proposed projects should be consistent with the institution's long-range capital planning as presented in the Institutional Plan. [2-15-98].

All projects that fall under the following categories must be submitted to the HED for approval. [2-15-98].

8.3.1 Any purchase of real property

8.3.2 Any project which results in the addition of square footage, whether from construction or long-term lease of a new facility or a building addition, or purchase of portable buildings. HED staff may approve projects costing less than \$50,000. [2-15-98].

8.3.3 Any proposal to issue bonds. [2-15-98].

8.3.4 The approval authority for any alterations or site improvements is as followed, based on total project cost:

a. For institutions with FTE enrollments of 1,500 or less:

Over \$50,000 – Staff approval

Over \$300,000 – Facilities Committee approval

Over \$500,000 – HED approval

b. For institutions with FTE enrollments over 1,500:

Over \$300,000 – Staff approval

Over \$500,000 – Facilities Committee approval

Over \$750,000 – HED approval

c. In determining the total project cost, in-house labor costs and burden along with all materials, subcontract costs, and reasonable charge for owned equipment, must be included.

d. Projects may not be artificially segmented or phased in a manner designed to avoid review by HED. [2-15-98].

8.3.5 Any demolition of an existing building must be submitted for approval by the HED staff. [2-15-98].

b. State Board of Finance

All projects which fall under the following categories must be submitted for review by the State Board of Finance:

1. Any purchase of real property
2. Any construction of a new building
3. Any project involving a bond issue which requires State Board of Finance approval
4. Any other major project, including construction of facilities such as parking lots or radio towers; site improvements or landscaping; and remodeling or repair of an existing building.

For these purposes, "major" is defined as:

1. Any project funded by capital outlay legislation signed into law which costs over \$500,000.00, at institutions with FTE enrollments under 1,500;
2. Any project funded by capital outlay legislation signed into law which costs over \$750,000.00, at institutions with FTE enrollments of 1,500 or more;
3. Any project funded by sources other than legislative appropriations which costs over \$50,000.00, at institutions with enrollments of 1,500 FTE or less; and
4. Any project funded by sources other than legislative appropriations which costs over \$300,000.00, at institutions with enrollments exceeding 1,500 FTE.

In-house labor applied to project must be included as part of the cost of the project. Projects may not be artificially segmented or phased in a manner designed to avoid review by the State Board of Finance.

F. Board of Regents Policies Which Deal With University Facilities

1. The director of the Physical Plant Department is responsible for supervising the planning of all changes in the campus physical plant, including new buildings and remodeling of existing structures.
 - a. Requests for space or for change in the use of space are made by the appropriate dean to the executive vice president.
 - b. The director of the Physical Plant department will provide a procedure checklist to all campus agencies contemplating requests for new buildings or remodeling and will assist the agency involved in completing the checklist.
 - c. The director of the Physical Plant will assist in planning and will furnish technical information, engineering advice, and other help needed to implement planning and construction in an orderly and efficient manner.

- d. Contacts with the university personnel by architects and/or consulting engineers are to be arranged through the director of FMD. A qualified representative of FMD will attend all planning meetings and make a written report of the meeting to the director.
- e. The director of the Physical Plant Department will keep the president of the university informed of progress on each structure in the planning stage and will promptly advise the President's Office of problems which may interfere with normal progress.

2. Facilities

All capital projects that fall under the following categories must be submitted to the Board of Regents for approval: (1) any purchase of real property, (2) any project which results in the addition of square footage, whether from the construction of a new facility or of building addition or of purchase of portable buildings, (3) any proposal to issue bonds, (4) any alteration or site improvement over \$300,000 for an institution with an FTE enrollment of over 1,500 and (5) any demolition of an existing building. (BR 9/96)

3. Capital Projects Construction Contract Award

The Board of Regents authorizes the vice president of business and finance or his/her designee to award construction contracts to the lowest possible bidder, on their behalf, so long as the total project budget is within the budget previously approved by the Board of Regents. Any increase in total project budget shall be submitted to the Board of Regents for approval prior to authorizing the expenditure of the additional funds. (BR 9/96)

4. Selection of Architects/Engineers (BR 9/90)

- a. In order to assist the Board of Regents in the selection of an architect and/or engineer for a capital outlay project, a Review Committee (composed of the director of Facilities Management, the university architect, the dean of engineering, two representatives of the user group, and a representative selected by the president) will solicit inquiries and screen potential firms. A short list composed of five (5) firms will be made public at the conclusion of this step in the process.
- b. The members of the Review Committee will send individual evaluation sheets to the Board of Regents for three (3) most qualified firms.
- c. The Board of Regents, or a subcommittee of the board, will review the assessments of the Review Committee members and incorporate their own experience in developing a final tabulation sheet, which will be available for public review.

- d. The Board of Regents will select a firm to design the capital outlay project.
 - e. The Board of Regents also authorizes the university administration to advertise every two years for two architectural firms to design small capital projects on the campus. These firms will be selected through the same procedure detailed above. A sensitivity to the involvement of small and/or minority engineering and other consulting firms in the project team will be a criterion considered by the Regents in awarding this contract. (Revised October 14, 1991 and September 19, 1997)
 - f. The Board of Regents authorizes the university administration to negotiate architect's and/or engineer's fees in all cases.
 - g. The Board of Regents reserves the right to terminate any capital project contract for nonperformance of duties.
5. Naming of University Facilities [See also Academic II. C. renames of academic units].
- a. Policy - - In consideration of naming an existing building, room, street, or mall, or one to be constructed, the first priority shall be given to honoring that person or persons who have been substantial contributions to the university. (BR 5/71)
- It shall be the policy of the board not to name any building, room, street, or mall, or other facility, after any person who is presently employed or serving as a regent (BR 5/71).
- A Facility may be named after a member of the university community who has been retired from active service for at least 1 year, or who is deceased. (BR 9/74)
- Every building named, the names of all current buildings, and those named hereafter, will have a function designation; e.g., O'Donnell Hall - Education; Clinton P. Anderson Hall –Physical Science Laboratory; Gardiner Hall –Physics; etc. (BR 9/74).
- b. Procedure - - Requests may originate from any source and are submitted in writing to the president of the university. Such requests will then be referred to the university's Administrative Council for considerations and recommendation to be presented to the Board of Regents for final action. (BR 9/74)
6. Plaque Information: (see Appendix D-1) Indoor location are preferred to prevent weathering and vandalism. The architect usually selects a proper location. The names of Regents and Governors for inclusion on plaques are those serving at the time of the construction contract signing.

In order to affix any plaque, particularly one of historical significance, to a university building, the approval of the central administration is required. (AC 2/99)

7. Landscaping policy: In the planning of new campus construction, consideration will be given to preserving trees and shrubs growing on the construction site. (FS 5/78)
8. Energy Conservation -- Every building, both new construction and remodeled facilities will be designed to be energy efficient, using a minimum of electric power, steam, chilled water, and natural gas, and still provide the necessary interior environment to function successfully. (BR 5/78)

G. Policies Which Deal With Use of University Facilities and Grounds

1. Guidelines for the Use of Academic Space for Nonacademic Matters

Classrooms and other academic space at NMHU will be used primarily for academic purposes or the benefit of an academic program. Under limited circumstances, academic areas may be used for nonacademic purposes by (a) the university community (e.g. student organizations) or (b) off-campus organizations. In all cases the following rules will apply:

- a. Academic space will be used for academic purposes with nonacademic use accommodated only on a space available basis. These requests will be considered only if Student Center is not available.
- b. The NMHU Activity Request Form shall be used with the dean (or dean's representative) or the vice president of student affairs signing as facilities supervisor.
- c. The goals of the organization wishing to use the facilities must be consistent with the mission and goals of NMHU.
- d. Liability insurance may be required for off-campus organizations.
- e. Building use fees may be charged as follows: (1) recognized student organizations will not be charged a fee, (2) not-for-profit organizations may be charged a minimal fee (for cleaning up, etc.) and (3) for-profit ventures will be charged a fee.
- f. Certain classrooms will be set aside for use by off-campus organizations
- g. Large-scale events or those with liability concerns might require the presence of an organizational advisor.

- h. In no case will academic space be used for events which interfere with the academic or nonacademic functioning of the university (e.g. loud musical groups).
 - i. Sales and solicitation policies will be followed. These policies are administered through the Office of Auxiliary Services.
 - j. In general, food and drinks are not permitted in classrooms.
 - k. Typically, academic space will not be available during university holidays.
2. Recognized student organizations may use college facilities with the approval of dean and the Scheduling Office. Scheduling of academic space for nonacademic use will be done by the Campus Life Office with the concurrence of the Registrar's Office (and the dean's office when appropriate).
 3. Parades and Demonstrations: Permission for parades and demonstrations on campus must be secured from the vice president of student affairs and the university through the completion of an Activity Request Form.
 4. Picnics: Group picnicking is allowed if scheduled through Campus Life.
 5. Pets: All pets and especially dogs brought on campus must be on a leash held in the hands of a responsible person. The pet must not be left unattended or unconfined. For reasons of sanitation and health, pets will be restricted from "No Pets" posted areas used by students and the general public for outdoor campus activities and recreation. These areas include but are not limited to intramural field, ??????????. With the exception of laboratory animals and herdsman's working dogs, only Seeing Eye, hearing ear, and other service dogs in use by individuals with disabilities will be permitted in classrooms or other campus buildings.
 6. Civil Defense: The university safety officer is a deputy civil defense director under the county civil defense director. The safety officer is charged with the responsibility of providing shelter space, supplies, communications, and training for the campus community and cooperates with the civil defense director in implementing the community shelter plan.
 7. Use of State Property for Private Gain: University facilities may not be used to teach students for private gain or in programs which compete directly with the university-supported programs.
 8. Posters and Signs (BR 9/88) [see also Political Activities].

- a. Written information may be disseminated on the NMHU main campus at designated locations by individual students, employees, or recognized student organizations*. Not more than two posters supporting the same candidate or cause may be located in the same area. Posters are not to exceed 14" X 22", and must be removed the day following the election or advertised event.

*The placing of posters and signs at branch campuses requires the approval of the provost/director of that campus.

- b. Written materials may be placed only in approved locations, including but not limited to walls, glass, doors, floors, or any part of a university building or structure, traffic sign, power pole, sidewalk, or tree.
 - c. Written information may only be posted in approved locations. Approved locations for posted materials may be acquired from the Student Organizations and Program Office. Permission to use building bulletin boards is at the discretion of the facility director and, in addition to the requirements of this policy, must conform to facility operating policies where they exist, e.g., Student Center, Wilson Complex, Ilfeld Auditorium, and Housing and Residence Life. Questions related to the interpretation of this policy shall be directed to the vice president of student affairs.
 - d. Printed material will not be placed on automobiles.
 - e. Temporary directions, signs for a convention, tour, or other special event may be placed on single stakes, but must be removed by the sponsoring group as soon as the event is over. Such signs must have prior approval through the activity approval form process.
9. Flag Policy: Pursuant to recommendations of the Academic Deans Council regarding the flying of the national and state flags at half-staff, the following policy has been developed:

The NATIONAL FLAG will be flown at half-staff on the deaths of those prescribed in the National Flag Code or on special request from Washington. (Typically the flags are lowered from the date of a death through the date of funeral services.)

The STATE FLGA will be flown at half-staff on the occasion of the death of any of the following: Regents, past Regents, president of the university, past presidents, vice presidents, deans, others as decided by the administration.

10. Driving on Non-Road Areas: (Nothing in this policy should be construed to limited access for emergency vehicles.) Motorized vehicles normally employed for roadway use may not be driven on or across campus-improved grounds or walking malls unless specifically authorized by advance clearance by the Director of FMD. The University Police will assume

responsibility after normal work hours, weekends, and holidays. If any damage is incurred by the actions of the violator, the responsible department will be charged for the required repairs. Contractors working for the university are subject to the provisions of this policy and in addition will be cited under the traffic code with appropriate fines.

NEW MEXICO HIGHLANDS UNIVERSITY

SAFETY MANUAL

ADMINISTRATIVE DETERMINATION

"it is the policy of New Mexico Highlands University and its' Governing Body, that the University President is responsible the maintenance, on a current basis, for the New Mexico Highlands University Safety Manual in accordance with O.S.H.A. and all other applicable Federal and State Laws. This, he may discharge and delegate authority to the staff of the Safety Office.

State of New Mexico)
) SS
County of San Miguel)

I, Dr. _____, Ph.D. President of New Mexico Highlands University, and charged with the duties of being its' Chief Administrative Office, do hereby certify that the foregoing is a true and correct copy of the Administrative Determination, adopted by this office as Internal Administrative Safety Policy, _____(date).

_____, President
New Mexico Highlands University

Subscribed and sworn before me this _____ day of _____, in the year of _____.

Notary Public

My Commission Expires:

NEW MEXICO HIGHLANDS UNIVERSITY

I hereby acknowledge receipt of the New Mexico Highlands University Safety Manual. It is part of my duty to read and have thorough knowledge of the Safety Rules and Regulations of the manual. Failure of any employee to comply with the policies of this manual or any supervisor to enforce the same will be considered as insubordination and just cause for any unsatisfactory performance rating, and/or disciplinary/corrective action. Repeated failure to comply will be considered for dismissal.

Employee Signature

Date

Note: this form is to be signed by the employee and will remain in the manual. The tear sheet form will be forwarded to the Safety Office for insertion to the employee's personnel file.

DEFINITIONS

For the purpose of New Mexico Highlands University

Safety Manual

A.N.S.I.: American National Standards Institute

Activity Area:

- a. The right-of-way boundaries of construction grade and/or maintenance of streets or roadway grade.
- b. Other work activity (in progress), which presents potential personal injury hazards. Includes industrial shop areas, i.e. equipment and maintenance, welding, carpentry, sign, park and recreation facility maintenance and repair.
- c. Includes on-site inspections, job overview, work production or road medians, fence work, weed cutting (by hand or power mower), inspectors in construction areas, refuse service and parks and recreational maintenance on University parks.

Appeals as applied to the Safety Review Committee rulings are twofold:

- a. To the Chairperson of the Safety Review Committee as per section III of this manual.
- b. To the pertinent Department Director as per section III of this manual.

Chairman: The person chairing the Safety Review Committee and/or Safety Committees or Sub-Committees as they arise.

Physical Plant Director: The senior Administrator/Manager of the University's Physical Plant operations empowered by the President of New Mexico Highlands University.

Human Resources Director: The senior Administrator/Manager of the University's Human Resources Department empowered by the President of New Mexico Highlands University.

President: The senior Administrator/Director of New Mexico Highlands University empowered by Board of Regents of New Mexico Highlands University.

University Attorney: Those under contract for services to New Mexico Highlands University.

University Employees: All personnel salaried by New Mexico Highlands University for specific job tasks and in their respective classifications. Volunteers in any area for the explicit purpose of performing a task or function for the University are also subject to the same requirements of classified/salaried University employees.

Flagman: As used in this manual shall be interpreted to be synonymous with flag woman or flag person or in the plural context. *Note—Any other work in this manual (he, she, chairman, etc.) that may suggest to discriminate against the opposite sex shall be interpreted as noted in “Flagman.”

Incident: An occurrence or condition which causes/could cause a personal injury or vehicle/equipment accident, or which creates or contributes to hazardous job site/work and/or road conditions. This term may be used to include those occurrences that may lead to one of the aforementioned situations as well as repeated failure to comply with the requirements of this manual.

Instruction: As used in this manual, it shall be documented training for safety proficiency or training as a result of safety infractions. Such documentation shall be distributed to the appropriate Department, Safety Review Committee Chairperson if they training resulted from Committee ruling.

Legal Authority: Law enforcement authorities (Campus Police, State Police, City Police, Sheriff’s Department, etc.)

N.F.C.: National Fire Code and its’ N.F.P.A. parts/sub-parts.

N.E.C.: National Electrical Code

N.F.P.A.: National Fire Protection Association

Observation period: As used in this manual, it shall mean a time frame of intense observed performance in which the employee must demonstrate and not repeat infractions for which the probationary period was enacted.

Work Day(s) – Week(s): Regularly scheduled day(s)/weeks(s) of work regardless of the number of hours scheduled to be worked on the affected day(s)/week(s) and/or work shifts (includes staggered or continuous work shifts).

NEW MEXICO HIGHLANDS UNIVERISTY
SAFETY MANUAL

**SAFETY MANUAL
NEW MEXICO HIGHLANDS UNIVERSITY**

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**SECTION I
GENERAL SAFETY RULES**

1-1 Duties of Employees

- 1-1.1 Every employee shall be issued a copy of the Safety Manual and shall be required to learn the rules. New employees shall be issued their copy at the onset of their employment and in a time period not to exceed thirty (30) days.
- 1-1.2 Employees must take every possible precaution to prevent accident to both the traveling public and to fellow employees.
- 1-1.3 Unsafe practices or conditions shall be reported at once to the immediate supervisor or lead person.
- 1-1.4 Employees of New Mexico Highlands University shall maintain business like relations with the public. Courtesy and tact in these relations will be reflected in increased respect and good will for the entire University.
- 1-1.5 Horseplay, rough housing, and/or clowning around during work hours is expressly forbidden and will not be tolerated. The University is not liable for injuries to employees that occur while such employees are engaged in play or private affairs.
- 1-1.6 Employees shall wear protective equipment as required.
- 1-1.7 Safety work practices and procedures established for departments SHALL BE OBSERVED.

1-2 Intoxicants and Narcotic Drugs

- 1-2.1 The use of any kind of intoxicant or non-prescribed narcotic drugs during working hours is forbidden.
- 1-2.2 An employee reporting for duty while under the influence of any intoxicant or non-prescribed narcotic drug will not be permitted to assume his or her duties.

1-3 Personal Injury & Illness-Reporting Procedures

- 1-3.1 It shall be the responsibility of each employee to report all his/her accidental injuries arising out of and in the course of employment including occupational disease and disablement regardless of severity. Reporting shall be made to the supervisor or the lead person immediately by the injured employee, if possible or by a witness if the injured is unable to do the reporting because of the extent of his/her injuries.

- 1-3.2 If a personal injury or accident occurs in a department, that does not require medical treatment, injured employee shall complete a "First Report of Injury" (E1.1 Form) from in the Human Resources Department. The injured employee's supervisor must complete the "Supervisor's Report of Injury" form at the Human Resources Department.
- 1-3.3 If a personal injury or accident occurs in a department, that requires immediate medical attention, medical treatment shall be provided by Northeast Regional Hospital's Emergency Room. The injured employee's supervisor must immediately complete a "Workmen's Compensation Authorization for Treatment" form in the Human Resources Department and take the form to Northeast Regional Hospital to cover medical treatment for injured employee.
- 1-3.4 The supervisor, or in his/hers absence, the lead person shall notify and also have the injured employee notify the Safety Office immediately within the same work day. Under any circumstances the injury **MUST BE** reported within twenty-four (24) hours.
- 1-3.5 Any accident or illness shall be reported immediately by the supervisor or authorized person (directly relating to employment); involving death, serious injury, hospitalization, or rendering an employee unconscious, shall be reported immediately to the Safety Office and Physical Plant Director by the supervisor or authorized person.

1-4 Vehicle and Equipment Accidents – Reporting Procedures

- 1-4.1 It shall be the responsibility of each employee to report all of his/her accidents involving University owned vehicles and equipment or private vehicle while on University business regardless of who is hurt, what property is damaged or to what extent, where or how it occurred, or who is responsible, including incidents in which motorists immediately stop and claim damage by University vehicles and equipment.
- 1-4.2 All University owned vehicles and equipment accidents, regardless of severity, must be reported to the supervisor or in his/her absence to the lead person by the operator involved. It is the supervisor's, or in his/her absence, the lead person's responsibility to notify the safety office and the designated Transportation Manager immediately when there is damage to property or to other vehicles and equipment. Under any circumstances, the damage to property or vehicle and equipment **MUST BE** reported within twenty-four (24) hours.
- 1-4.3 The operator of a University vehicle/equipment involved in injury, death, and or property damage shall immediately, by the quickest means of communication, give notice of such accident to either the Transportation Manager, Safety Officer, and/or the Physical Plant Director.

1-5 Personal Protective Equipment – Safety Gear & Devices

- 1-5.1 The supervisor in charge or in his/her absence the lead person in charge shall assure that all employees wear the necessary protective devices that have been issued and required.

1-6 Hard Hats

- 1-6.1 All employees including Department Supervisors and Department Directors shall wear a department-approved hard hat which shall meet or exceed A.N.S.I. 289.1 1969 & A.N.S.I. 289.2 1971 specifications for hard hats during and under the following conditions.

- a. While operating heavy or light equipment, and while in the vicinity of such equipment.
- b. While in and around shop areas during working hours.
- c. While performing work in areas where the possibility exists that items, equipment, materials, structures or articles of any sort may fall on the individual or where the individual may hit, bump into, or scrape his/her head against sharp or jagged items, equipment, materials, structures or articles of any sort.
- d. While performing work in excavated trenches and construction sites.

1-6.2 Hard hats are not required to be used when the employee, Department Director or supervisor is:

- a. Driving or riding in a University vehicle such as passenger vehicle, pick-up, van, and utility truck.
- b. While doing paper work or conducting business inside University Offices.
- c. While performing such work as painting or doing general janitorial work in University building, NOT UNDER CONSTRUCTION.
- d. While responding to student/department complaints out in the field on a person-to-person basis.

- 1-6.3 Auto mechanical and serviceman or other employees assigned and authorized to work in the auto mechanical maintenance area are to wear bump caps inside the shops only and may be removed only when lying down working under equipment. Use of such bump caps are not authorized for another other position classification.

- 1-6.4 Employees shall be responsible for insuring their own safety by adhering to all safety regulations including but not limited to the acknowledgement of areas posted as “Hard Hat Areas” and shall use common and practical sense in the various work situations and conditions as it relates to the use of hard hats.

1-7 Safety Vests

- 1-7.1 A prescribed safety vest shall be worn by all employees when they are a foot on a grade, or within the limits of the right-of-way of any university street, thoroughfare, easement or access to public roadways.
- 1-7.2 All employees including directors and supervisors, working or visiting an active pre-construction, ongoing construction, or maintenance area shall wear a University safety vest.

The only areas exempt from this rule are: buildings and ground yards, University offices and labs.

1-8 Eye and Face Protection

- 1-8.1 Protective eye and face equipment shall be used where there is a reasonable probability of injury that can be prevented by the use of such equipment. Eye and face protection shall be made conveniently available by the immediate supervisor suitable for the work to be performed. It shall be the responsibility of the immediate supervisor to provide proper eye and face protection and it shall be the responsibility of the employee to wear proper eye and face protection at all appropriate times.
- 1-8.2 Eye and face protection shall be provided where machines or operation present the hazard of flying objects, flying particles, glare, corrosive vapors, liquids, injurious radiation or where a combination of these hazards are likely to be present.
- 1-8.3 Eye protection (safety glasses, goggles, and/or face shields) shall be used when working around dry cement or lime, excessive dust, splashing wet cement, drilling, grinding, scraping, reaming, welding and torch cutting, sawing or cutting (either manually or power), cutting stranded wire rope or cable, wire brushing concrete or steel or other object, mowing, burning weeds or brush, all kinds of pounding, pick axing, compacted frozen grounds, sledging stone, compressed air tools, chipping, sand blasting, cutting brush or vegetation involved in or being around demolition of building, structures and when working with batteries when lighting natural gas pilots and in every other necessary instance.
- 1-8.4 Eye and face protection shall be kept clean and in good repair and periodically disinfected as the case may warrant.

1-9 Protective Footwear

1-9.1 Thin soled, badly worn or open-toed shoes shall not be worn in the working areas. Safety shoes are recommended.

1-10 Back Support Safety Belts

1-10.1 All employees including Department Supervisors and Department Director shall wear a department approved back support safety belt under the following conditions:

- a. While operating heavy or light equipment.
- b. While performing heavy lifting of any kind.
- c. While moving any type of furniture.
- d. While loading or unloading materials of any kind.
- e. While mopping any type of surfaces or performing heavy duty cleaning.

1-10.2 Any employee including Department Supervisor and Department Director shall be exempt from using back support safety belt upon, presentation of written documentation to supervisor and reported to Safety Officer from doctor.

1-11 Lifting Requirement

1-11.1 Any University employee, Department Supervisor, and Department Director **SHALL NOT** lift more than seventy (70) pounds by him/her self.

SECTION II SAFETY REVIEW COMMITTEE

2 SAFETY REVIEW COMMITTEE

2-1 GENERAL

2-1.1 There shall be established an Internal Safety Review Committee. The basic functions of the University Safety Review Committee ("Safety Review Committee") is to develop and maintain an active interest in Safety and to reduce accident.

2-1.2 It shall be the responsibility of the Safety Review Committee to review all reported vehicle/equipment accidents, personal injuries, incidents, recommend corrective action, disciplinary action, assessments, or changes, to the Physical Plant Director and Human

Resources Director. The committee shall determine preventability or non-preventability of reviewed accidents, injuries and/or incidents.

- 2-1.3 The members of the committee serve a dual role while on the committee. They are charged by their respective departments to represent their pertinent department and they are personal representatives of the committee and other employees while affecting the Safety/Loss Control Program. Committee members are authorized by the Safety Officer and Directors to exercise procedures as outlined in the Safety Manual.
- 2-1.4 In the committee's safety review procedures, a committee member may also document unsafe work practices observed and submit it to the pertinent Department Supervisors and to the Safety Officer.
- 2-1.5 The Department Directors shall act upon all recommendations of the Safety Review Committee within ten (10) days. If such Directors determine to take different disciplinary action than recommend by the Safety Review Committee, he/she shall write a determination of why the recommended action has not been taken and a copy of that determination shall be forwarded to the Safety Committee, Safety Officer, and to the employee's personnel file.

2-2 MEMBERSHIP OF THE COMMITTEE

- 2-2.1 The Safety Officer shall serve on the committee in a non-voting "ex-officio" capacity. He will serve to guide the committee in review of cases in order to ensure there is no deviation from Safety rules and regulations, and/or policies. Interpretation and classifications of regulations and/or requirements regarding safety shall be conducted by the Safety Officer.
- 2-2.2 The Human Resources Director shall serve on the committee in a non-voting "ex-officio" capacity. He/she will serve as the committee's coordinator and act as liaison between the University and Risk Management Division of New Mexico General Services Department. The following shall be a part of the coordinator's duties:
 - a. Monitor the investigation and reporting of losses. Receive and record loss information on personal injuries and property loss or damages for statistical purposes, and provide an evaluation and analysis to the committee. This will be accomplished with the Safety Officer assisting as directed by the Human Resources Director.
- 2-2.3 The University Attorney shall attend the committee meetings when required to do so in an advisory capacity. He/she will serve to guide the committee to ensure there is no deviation from personnel policies/procedures and to ensure that employee's rights are adhered to.

- 2-2.4 The members of the Committee shall serve for a term of two (2) years. Members may succeed themselves, provided that they are re-elected to that position. The outgoing member must submit a nomination from his/her pertinent department to ensure continuity of departmental representation.
- 2-2.5 The chairman of the committee will be elected to the position by the members of the committee. The chairman's term will be for one (1) year and he may succeed himself if re-elected.
- 2-2.6 A member of the committee will be elected and designated as the Vice-Chairman. This post will serve to ensure the committee is chaired in the event the chairman is unable to attend. When a chairman is elected, the position of Vice-Chairman shall also be elected.
- 2-2.7 A secretary will be appointed to the committee for the recording of the minutes, correspondence, etc. This position may either be filled from staff of the Safety Department or from the staff of the member serving as chairperson.
- 2-2.8 The membership of the committee shall consist of the following:

- | | |
|--|-----|
| a. Physical Plant | (2) |
| b. Custodial | (1) |
| c. Campus Police | (1) |
| d. Housing | (1) |
| e. Administration | (1) |
| f. Purchasing/Central Receiving | (1) |
| g. Business Office | (1) |
| h. Faculty | (1) |
| | |
| i. Safety (non-voting, ex-officio) | (1) |
| j. Attorney (non-voting) | (1) |
| k. Secretary (non-voting) | (1) |
| l. Human Resources Director (non-voting) | (1) |

Note: The number of voting members shall not exceed nine (9) in number. With the representation of the Attorney, Safety Officer, Human Resources Director, and Secretary the total number of positions shall not exceed thirteen (13) in number.

- 2-2.9 The president may designate a representative from his office to serve on the committee, at his discretion, as a non-voting member.
- 2-2.10 In the event that a committee member(s) is removed a replacement shall be made from the same department to ensure continuity of departmental representation.

This shall take place in the same manner in which the former members was elected:

- a. Nominees shall be submitted.
- b. Election shall take place.
- c. Majority vote shall determine replacement of member.
- d. Nominees shall be elected within two weeks.

A simple majority of the total voting members and the committee shall be required to remove a member of the committee. Such action taken will be documented by the chairman and notification sent to the President and appropriate Department Director and Department Supervisor.

SECTION III

3 EVALUATION, ASSESSMENTS AND RATING SYSTEMS FOR PERSONAL INJURIES, VEHICLE/EQUIPMENT ACCIDENTS, INDUSTRIAL LOSS OCCURRENCES, AND HAZARDOUS INCIDENTS/CONDITIONS

3-1 Non-preventable Incident, Vehicle/Equipment Accident, Personal Injury

- 3-1.1 **DEFINITION:** An incident, vehicle accident, or personal injury in which the victim or participant could not have been reasonably expected to be able to prevent its occurrence through normal forethought and precautions, or special precautions if the need was indicated beforehand, and in which there had been no violation of safety regulation or law, (Federal, State, or Local)

Note: Such incidents, vehicle accidents or personal injuries will be non-preventable to the individual records of employees. The individual safety record of employees shall not be affected when such incidents result in a personal injury, vehicle accident, or Equipment accident. The term "Incident" may be used to include vehicle/equipment accidents or personal injuries or both.

3-2 Preventable Incident, Vehicle Accident, Personal Injury

- 3-2.1 **DFEINITION:** an occurrence or condition which causes injury to oneself or to others; or which causes a vehicle or equipment damage; or which creates or contributes to hazardous conditions or circumstances endangering oneself or others; which could have been prevented by reasonable and prudent safeguards, or normal forethought under circumstances, or the use of suggested or provided guards and protective equipment, or adherence to safety regulation or law.

Note: University safety policies and departmental polices (existing and issued) are to be used as information and guides in determining safety responsibilities, infractions of safety regulations and state, law and in establishing accountability and responsibility for accidents, however, the basic criterion for determining personal preventability of incidents must be the factors concerning reasonable preventability of each incident. Each case must be reviewed on its own individual merits.

The discipline indicated in each of the following sub-sections shall be the discipline recommended by the safety review committee to the Department Director of the affected employee. The disciplinary action will be the minimum to be recommended but can be made more severe at the discretion of the Department Director.

- 3-2.2 A preventable incident, vehicle accident, or personal injury to oneself or others, which may or would have been prevented by customarily accepted standard safe work practices, or reasonable safeguards; or common sense forethought; or personal protective clothing or devices required by the Safety Officer and/or Supervisor, **AND IN WHICH THERE WAS NO DIRECT VIOLATION OF SAFETY REGULATIONS OR LAW.** The following actions shall be recommended:
- a. **FIRST SUCH INCIDENT:** A written reprimand from the affected department within “**TEN (10) DAYS**” following the recommendation of the Safety Review Committee.
 - b. **SECOND SUCH INCIDENT WITHIN TWELVE (12) MONTHS OF FIRST INCIDENT:** Suspension (without pay) of one (1) eight hour (8) work day. Refer to 3-5.1 (g.).
 - c. **THIRD SUCH INCIDENT WITHIN TWELVE (12) MONTHS OF FIRST INCIDENT:** Suspension (without pay) of two (2) work days/work shift (as noted in sub-item (b) of this section. The employee may be subject to retraining and/or reassignment after three (3) such incidents.
 1. Should three (3) such incidents occur within a twelve (12) month period, the employee shall be placed on an intense observation period, not to exceed six (6) months, from the date of final decision. Continued employment pending improvement in safety performance as determined by the appropriate Department Director.
- 3-2.3 Preventable incidents to oneself or others which may or would have been prevented by adherence to Safety regulations or State Laws, or by use of provided safeguards, safety devices and/or personal protective devices and clothing: And/or in which any degree of negligence or carelessness was involved. Negligent safety regulations or state law due to forgetfulness, haste, or been informed of the regulations verbally, by letter or directive, or by issuance to him of the proper manuals and printed material.

Ignorance of regulations will not be accepted as an excuse for infractions if the employee has access to the above material and has not informed himself, **AND IN WHICH THERE WAS A DIRECT VIOLATION OF SAFETY REGULATIONS OR LAW**. The following actions shall be recommended:

a. FIRST SUCH INCIDENT, VEHICLE ACCIDENT, PERSONAL INJURY:

1. Suspension (without pay) for one (1) work day. Additional days of suspension may be recommended depending on the circumstances, but at one time shall the penalty be less than one (1) work day.
2. The employee will be given further instructions on safety by his Department Director. The Department Director will notify the Safety Officer of his instruction to the employee.

b. SECOND SUCH INCIDENT, VEHICLE ACCIDENT, PERSONAL INJURY WITHIN TWELVE (12) MONTHS OF FIRST INCIDENT:

1. Suspension (without pay) for two (2) work days/work shifts. Additional days of suspension may be recommended, depending on the circumstances, but at no time shall the penalty be less than two (2) work days, and,
2. Intensive instruction on safety will be given by the Department Director and/or designated supervisor and Safety officer.

c. THIRD SUCH INCIDENT, VEHICLE ACCIDENT, PERSONAL INJURY, WITHIN TWELVE (12) MONTHS OF FIRST INCIDENT:

1. Suspension (without pay) for five (5) working days/one (1) work week or forty (40) hours. Administrative action may additionally be taken (see 3-5 of the manual for procedures involving continuous/staggered shifts).

The employee will also be placed under an intense observation period (not to exceed six (6) months, from the date of the final decision.).

2. Termination in lieu of item C(1) above, upon the recommendation of the Safety Committee with the concurrence of the Department Director.

3-2.4 Any preventable incident, vehicle/equipment accident, Personal injury, whether or not covered in sub-section 3-2.2 or 3-2.3, involving horseplay, fighting, deliberately causing injury to another, drinking of intoxicants, use of narcotic drugs (whether or not prescribed by a licensed physician) which would impair an employee's ability to perform his/her assigned duties, obvious recklessness, deliberate disregard of the safety of others or

deliberate disregard of University Safety Regulations, Policy of Federal/State Laws. The following actions shall be recommended:

a. FIRST SUCH INCIDENT:

1. Suspension (without pay) for ten (10) working days/shifts, eight (80) hours.
2. Termination of employment, in lieu of suspension will be justified up recommendation of the Safety Committee with concurrence of the Department Director.
3. Retraining and reassignment after the suspension period is served and/or demotion may be in lieu of termination.

b. SECOND SUCH INCIDENT:

1. Immediate termination of employment justifiable at the discretion of the Department Director.
2. Alternative in lieu of termination shall be suspension (without pay) for four (4) weeks or twenty (20) working days. Work shifts, as determined by the Department Director.

c. THIRD SUCH INCIDENT:

1. Immediate termination of employment.

3-3 DETERMINATION EXCEPTIONS (SAFETY COMMITTEE)

3-3.1 The Safety Review Committee may recommend that an assessment be suspended when the incident falls under sub-section 3-2, when the employee has not received general safety instruction and/or proper safety materials regarding routine duties, and/or specific safety instructions immediately prior to new or unusual assignment. On any preventable incident under sub-section 3-2.4. There will not be any recommendation of suspension of action. However, if the employee has not received proper safety instructions or materials as outlined above, then the responsibility shall be placed on the immediate supervisor for each incident. The following actions as to the supervisor shall apply:

- a. **FIRST SUCH INCIDENT:** Suspension (without pay) for one (1) work day/work shift.

- b. **SECOND SUCH INCIDENT WITHIN TWELVE (12) MONTHS OF FIRST INCIDENT:**
Suspension (without pay) for two (2) work days/work shifts.
- c. **THIRD SUCH INCIDENT WITHIN TWELVE (12) MONTHS OF FIRST INCIDENT:** Suspension (without pay) for three (3) work days/work shifts. The supervisor shall undergo intensive safety instruction by the Department Director and Safety Officer. Employee will also be placed on an intensive observation period, not to exceed six (6) months, pending improvement on his safety supervision.
- d. A subsequent incident during probation shall be cause for reclassification, reassignment, demotion, or termination of employment upon the recommendation of the Safety & Accident Review Committee with the concurrence of the Department Director.

3-4 FAILURE TO PROPERLY REPORT INCIDENTS, ACCIDENTS, INJURIES, WITHING THE TIME LIMITS AS REQUIRED BY CURRENT UNIVERSITY REGULATIONS.

3-4.1 All accidents/injuries shall be reported as required in 1-4.1. In all events occurrences must be reported within one (1) working day/working shift. An employee who is directly involved in an incident or accident, who has been informed as to proper reporting procedures and regulation and fails to properly report and incident to his immediate supervisor, shall be recommended for disciplinary action as follows:

a. FIRST SUCH FAILURE:

- 1. Suspension (without pay) for one (1) work day.

b. SECOND SUCH FAILURE:

- 1. Suspension (without pay) for two (2) work days, sixteen (16) hours.

c. REPEATED FAILURE:

- 1. Suspension (without pay) for five (5) work days/shifts, forty (40) hours. The employee will be placed under an intense observation period, not to exceed six (6) months, after suspension is served, pending improvements in safety performance as determined by the Department Director.
- 2. Termination of employment may be in lieu of item one (1) above, upon the recommendation of the safety committee with concurrence of the Department.

3. **NOTE:** Another such failure during the observation period will be cause for immediate termination.

3-4.2 In the case in which an immediate supervisor has not informed any employee, either by verbal instruction or by providing the University Safety Policies, or who does not report an accident or injury within the time limits as required by current University regulation/policy, following written report by involved employees, the following action as to the supervisor shall be recommended:

a. FIRST AND SECOND SUCH FAILURE

1. Suspension (without pay) for one (1) work day, for each separate incident.

b. THIRD SUCH FAILURE

1. Shall be handled as in section 3-4.1(c) for a third incident or repeated failure.

3-5 SAFETY REVIEW COMMITTEE PROCEDURES

3-5.1 Procedures for committee reviews of incidents to affect all employees fairly and equitably:

- a. Incidents reviewed by the Safety Review Committee shall be assigned a case number. The name or names of the involved employees shall be withheld in committee reviews. This shall be done to ensure that to the extent possible employee(s) under review remain anonymous.
- b. If for any reason whatsoever a committee member feels that he could not in fairness render a fair, unbiased and just decision, he shall be privileged to withdraw and abstain from any committee deliberation and voting on a particular incident. If a committee member has ACTUAL knowledge of a particular case(s), the member shall in such fairness to the involved employee(s), at his/her discretion, abstain from balloting.
- c. Committee vote shall be by secret ballot.
- d. The Chairman will vote only in the cases of tie votes.
- e. Involved employees shall be identified only in subsequent correspondence and/or standard forms necessary in conducting action in appeals.
- f. The Safety Review Committee will keep records and the Department Director will be informed of action recommended and through him the Human Resources Office and the Safety Office will be informed.

- g. In no instance shall a recommended suspension of an employee exceed the normal forty (40) hours work week, equivalent to the average hours worked by a University employee. Special/continuous or staggered shifts, i.e., Campus Police who may receive a suspension for any given work week or work weeks (five or ten working days, etc.), shall not be suspended in excess of a given forty (40) hour week limitation.
- 3-5.2 The committee Chairman shall notify the affected employee, in writing, of the committee rulings.
- 3-5.3 The employee has the right to appeal the decision of the Safety Review Committee as to preventability if he/she believes the incident to be non-preventable.
- 3-5.4 The appeal notice to the Chairman shall be in writing to the Committee chairman and must be submitted within the seven (7) calendar days from the date of receipt of the notification of the ruling. If appealed, the Chairman shall notify the employee of the next scheduled Committee meeting. The appeal shall be placed on the agenda of the next meeting. The employee may appear and may present additional evidence pertinent to the incident, personnel injury or vehicle accident. Only he/she may present the appeal. Unless special circumstances exist and an exception is made by the Chairman.

After an appeal is filed, the employee shall be supplied with a copy of all reports and written documentation as well as minutes of the Safety Review Committee within five (5) working days prior to hearing of the appeal.

If after such notification in writing by the Chairman, an employee fails to appear when scheduled; it shall be deemed that the Committee's decision is uncontested. Failure to respond to such notice of the Committee's recommendation, within the allowed time, shall also be deemed that the recommended action is uncontested.

After hearing the appeal by the employee and any response by other witnesses called by either the employee or the committee, the committee shall vote and the original committee's decision may be overturned by a simple majority of all voting members of the committee presently in office.

- 3-5.5 The rulings of the Safety Review Committee regarding preventability are final and **MAY NOT** be changed when:
 - a. The ruling pertaining to preventability has not been appealed within the permitted/allowed time of seven (7) calendar days from the date of notification by the committee.

- b. An appeal has been heard and the original ruling stands or is changed to non-preventable due to new evidence.

3-5.6 Letters of Disciplinary Action of will be initiated by the pertinent Department Director. Appeal for these actions will be addressed to the initiator. Appeals for suspension, demotions, or dismissals shall be in accordance with University Human Resources Rules.

3-5.7 In the event an employee’s appeal of the Safety Review Committee’s decision does not change the original decision of the Committee, he/she may pursue appeal(s) as per the University established grievance procedures.

3-6 CLASSIFICATIONS OF PREVENTABLE/CHARGEABLE INJURIES

3-6.1 Classification of Preventable Injuries/Incidents:

<u>CODE</u>	<u>CAUSE</u>
A	Negligent disregard for safe practices or working conditions.
B	Carelessness/Failure to exercise due caution and care.
C	Horseplay and/or fighting.
D	Causing injury to another employee.
E	Failure to observe Safety Rules and Regulations.
F	Failure to properly report injury regardless of severity (including failure to report occurrence within allotted time).
G	Failure to use Personal Protective Equipment.
H	Abuse or lack of care of Personal Protective Equipment.
I	Unauthorized use of equipment or machines.
J	Deliberately making a Safety device inoperative.
K	Failure to properly instruct an employee.
L	Operating a machine when it is known to be in unsafe condition.
M	Poor Housekeeping.
N	Failure to place in use the proper warnings and or flagmen.
O	Under the influence of Alcohol or Narcotic Drugs.
P	Falsifying a report/deliberately furnishing false or misleading information.
Q	Miscellaneous – Not listed above.

****Note:** Responsibility shall be placed on the immediate supervisor when established in accordance with sub-section 3-2.1 and 3-4.2.

3-6.2 Classification of Preventable Vehicle/Equipment Incidents or Accidents:

<u>CODE</u>	<u>CAUSE</u>
A	Excessive Speed – Reckless driving.
B	Failure to signal for stop or turn.

C	Failure to stop at stop sign or traffic signal.
D	Following too close.
E	Driving on wrong side of street or highway (unless in accordance with University exceptions).
F	Improper backing/failure to use mirrors and/or turn around.
G	Turning from wrong lane.
H	Lack of forethought, (may include any of the following) <ul style="list-style-type: none"> a. Failure to observe. b. Acting in haste. c. Failure to exercise care and/or caution.
I	Usurping the right-of-way – cutting in on moving vehicles.
J	Leaving Vehicle/Equipment improperly parked.
K	Lack of care or judgment in entering/leaving a parking space.
L	Passing in a No Passing Zone (yellow lines, on hills, curves, or other improper passing).
M	Operating vehicle/equipment under influence of alcohol or drugs.
N	Failure to use proper warning, signals or flagmen.
O	Failure to properly report a Motor Vehicle/Equipment accident.
P	Unauthorized use of University Vehicle or equipment. <ul style="list-style-type: none"> a. Transporting unauthorized passenger(s)
Q	Willingly operating unsafe or defective equipment.
R	Leaving the scene of an accident (failing to remain to give information).
S	Falsifying a report/deliberately furnishing false or misleading information.
T	Driving without a Driver's License or Permit/Failure failure to have Permit/License in possession.
U	Failure to use provided Seat/Safety Belts while operating vehicle.
V	Miscellaneous – not listed above.

****NOTE:** A violation of code “M” (Operating under the influence of alcohol or drugs) and Code “P” (Unauthorized use of University Vehicle/Equipment), shall be cause for disciplinary action or dismissal as provided for in sub-section 3-2.4.

3-6.3 Where there is evidence of findings that an employee may or may not have become injured, involved in an accident, incident, etc., due to misconduct, insubordination, deviation from existing University Departmental policies, the Committee may recommend appropriate disciplinary/corrective action to the Supervisor or Department Director or both.

Preventability or non-preventability will be irrelevant. This would pertain to the following situations or their similarities in the commission of deviation from written and/or verbal policies.

- a. Observing and documented infractions from University, Departmental, or Safety Policy (written or verbal).

- b. Operation or unsafe/defective equipment (or its' allowance) when it is known to be in such a state.
- c. Traffic violations, transportation or unauthorized passengers, inadequate or improper traffic control, and other areas of failure to adhere policy, procedures and other requirements.
- d. Threatening/abusive behavior or actions towards another individual leading to or causing an injury, accident or near miss.

NOTE: The Committee, at its discretion, may choose not to take action in this section when the pertaining matter is to be handled administratively.

SECTION IV OPERATION OF MOTOR VEHICLES AND EQUIPMENT

4 OPERATION OF MOTOR VEHICLES AND EQUIPMENT

4-1 Checking, Care, and Repair of Equipment

- 4-1.1 Insure that equipment in their charge is always in safe operating condition. A check of brakes, steering, tires, wheel lugs, windshield wipers, chocks, mirrors, windshields, etc. shall be made before placing the equipment in operation (N.M.S.A. 66-3-846, 66-3-845).
- 4-1.2 Report all defects to the immediate supervisor as soon as possible after the employee notices the defect.
- 4-1.3 Keep windshields, windows, mirrors, observation parts, etc., clean and clear at all times. Broken or cracked window and mirrors that affect or obstruct the operator's view shall be replaced.
- 4-1.4 Maintain any vehicle or equipment used by the employees in clean condition including inside/outside, cab/tool boxes, packer bodies and dumping bodies. Operators of sanitation units shall leave their units in a clean state before leaving their work shift. The dumping of refuse in the Physical Plant Yards is prohibited, because it allows vermin and bacterial germs to accumulate. In the event refuse must be emptied from a disable truck onto open ground, the refuse will be scooped up with proper equipment and appropriately disposed if in a nearby dumpster.
- 4-1.5 Insure that all worn out missing rubber pedal covers are replaced.

4-2 GROUNDING OF UNSAFE EQUIPMENT

- 4-2.1 Based on the determination of the Safety Officer and Director, equipment that is not in safe operating condition shall be immediately retired from use by the pertinent supervisor until repaired and safe to operate. The grounding action or “shutting down” action will be coordinated with the appropriate Department Director and Safety Officer.

Should the Department Director or Safety Officer be unavailable, action will be at the involved parties’ discretion. If the situation is so severe as to be considered an imminent hazard, the University President will be notified.

4-3 DRIVING RULES AND USE OF SEAT BELTS

- 4-3.1 All University employees in a University vehicle must fasten their seat belts before the vehicle is put into motion. The operator of the vehicle will ensure that all passengers in the vehicle has properly fastened their seat belts prior to starting or leaving for the destination. In the vent a passenger or operator is observed without having the seat belt properly fastened, he/she shall be in direct violation of this regulation and State Law (Mandatory Seat Belt Use Act), and subject to disciplinary action in accordance with 3-2.3 of this manual.
- 4-3.2 Operators shall never allow more than three (3) persons to ride in the front seat. Operators shall also ensure their view is not obstructed either with passenger, dashboard clutter or cracked/damaged windshields (N.M.S.A. 66-7-357).

4-4 PARKING

- 4-4.1 One set of 6”X7”X12” chock blocks shall be carried as standard equipment on all dump trucks, to include flatbeds, service trucks, and other vehicles of equivalent size or greater. Pick-ups, suburbans, and utility trucks shall carry one set of 5”X6” chock blocks as standard equipment and shall be used to prevent vehicles from accidently rolling backwards or forwards.
- 4-4.2 One florescent orange cone (no less than 12”) shall be carried as optional equipment (if provided by Department Director) on all pickups, suburbans, and utility trucks.
- 4-4.3 When parking, chock blocks shall be placed at the right rear wheel on all dump trucks, to include flatbeds service trucks and other vehicles of equivalent size or greater and all heavy equipment that requires chocking.
- 4-4.4 When parking, chock blocks shall be placed at the right rear wheel of all pickups, suburbans, and utility trucks and equipment that requires chocking and/or a fluorescent orange cone

(no less than 12") shall be placed on the left rear side of vehicle. Chock blocks shall have a rope or handle attached to prevent injury when removing them.

- 4-4.5 Operators shall remove keys from the ignition switch and lock door(s) of vehicles or equipment that they operate while the vehicle or equipment is not in use. When the unattended vehicle or equipment is being warmed prior to use, the vehicle or equipment must be kept in direct view of the operator.

4-5 BACKING

- 4-5.1 When backing whenever you can, when parking at the curb, allow sufficient clearance to pull out without backing if possible. Avoid turning in any place where there it is necessary to back into traffic. Do not back into intersections, over pedestrian crosswalks, or around corners. It is safer to drive around the block.
- 4-5.2 Backing on vehicles with a man should use rear view mirrors and extreme caution when doing so. Backing of all heavy equipment and large vehicles in equivalent size or greater with more than one man crew shall use a **ground guide** when backing is **necessary**, regardless of the area of operation.
- 4-5.3 If there is no fellow employee to serve as a ground guide, before backing a vehicle, the driver shall walk around the vehicle to determine that there is sufficient clear area to complete the backing maneuver. After getting the complete picture, get into the vehicle and start backing immediately before the situation has a chance to change.
- 4-5.4 Back-up slowly and cautiously and keep looking to the rear as you back. Nothing should be taken for granted while backing. The fact that the space was clear when you started to back is no reason to assume that it will remain clear when backing. A vehicle may pull up behind or an employee or pedestrian may walk in back of your vehicle. For these reasons it is necessary not only to determine clearance before getting into the vehicle, but also to continue to be cautious while backing.
- 4-5.5 All heavy equipment and large vehicles, to include dump trucks, flatbeds, service trucks and other vehicles in equivalent size or greater shall be equipped with audible warning backing devices and it shall be the responsibility of the operator to see that the devices are in operating condition.