



## VILLANOVA UNIVERSITY

FACILITIES MANAGEMENT

June 2016

### Duty Shift Safety Procedure

#### MAINTENANCE

All personnel working alone on second or third shift will call into Public Safety every other hour while on shift. If a potential unsafe condition is recognized during a service call, where a second person is required, the duty person shall call Public Safety to request an officer to observe him/her until the situation is completed. (i.e. having to climb a vertical ladder with no safety cage, being dispatched to a student room.)

#### STEAM PLANT

All personnel on second or third shift will call into Public Safety every other hour while on shift. If a potential unsafe condition is recognized in the plant where a second person is required, the duty person shall call Public Safety to request that the facilities person be dispatched to observe him/her until the situation is completed.

#### CUSTODIAL

All personnel on second or third shift working alone will call their Supervisor (if a supervisor is working) or will call into Public Safety, every other hour while on shift. If a potential unsafe condition is recognized where a second person is required, the custodian shall call the Custodial Duty Supervisor or Public Safety to request assistance to observe him/her until the situation is completed. (i.e. having to climb a vertical ladder with no safety cage, being dispatched to a student room.)

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Robert H. Morro  
Vice President for Facilities Management