

PREVENTIVE MAINTENANCE PROGRAM POLICY

Frostburg State University's preventive maintenance program is intended to reduce preventable injuries and illnesses. Each department shall establish an individualized preventive maintenance program. Department heads/chairs shall designate responsible persons who will establish objectives, plan, initiate and evaluate programs for their respective areas.

First priority must always be to repair noticeable and dangerous hazards. Thereafter, as budgets and physical plant and maintenance priorities permit, the university will endeavor to abide by a schedule of preventive maintenance.

The program shall include:

- 1). A departmental inventory and assessment of all essential facilities, materials, machinery and equipment subject to a PM schedule;
- 2). A preventive maintenance schedule;
- 3.) A preventive maintenance procedure, including job methods, time required, materials, tools, equipment, manufacturer's recommendations, procurement, record-keeping, equipment lockout, and proper authorizations.
- 4.) A statement that it shall be each individual employee's responsibility to identify potential hazards to the best of their ability and training and to report such circumstances to the responsible person.

The program shall be approved and subsequently monitored by the Office of Human Resources as appropriate.

(Internal)

EMERGENCY PREPAREDNESS PROCEDURE

The Frostburg State University Emergency Preparedness Procedure has as its goals:

- 1.) to save lives, reduce injuries and minimize property and environmental damage in the event of a major emergency,
- 2.) to coordinate communication between university departments and between the university, outside agencies and the general public in the event of a natural or man-made emergency,
- 3.) to restore essential university functions as rapidly as is reasonably and safely possible.

The FSU Emergency Preparedness Procedure consists of the following documents or items:

FSU Administrative Policy Manual  
FSU General Emergency Protocols and Procedures  
Fire Alarm Procedures for Academic and Administrative Buildings  
Fire Alarm Procedures for Residence Halls  
UMS Policy Policies and Procedures Manual  
Inclement Weather Closing Procedures Guidelines  
FSU Employee Safety Handbook  
FSU Facilities Department Procedures

- Snow Emergency/Snow Removal Plan
- Natural Gas Leak Plan
- Emergency Call-Out Procedures

Allegany County Civil Defense Emergency Operations Plan  
Applicable State and Federal laws, rules and regulations

It shall be the responsibility of the Public Safety Department to periodically review and evaluate the Emergency Preparedness Procedure and to recommend revisions and improvements to the Risk Management Committee.

(Internal)

HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee is the primary advisory group to the Risk Management Committee on matters pertaining to accident and injury prevention, reduction and management.

The Committee is responsible for:

- 1.) Recommending that adequate health and safety rules and regulations are implemented and monitored.
- 2.) Reviewing and monitoring potential risks and hazards that exist in the work environment, including unsafe work practices and making recommendations for their elimination or reduction.
- 3.) Monitoring and evaluating the need for health and safety training for employees.
- 4.) Reviewing accident records and statistics in order to determine the need for corrective action.

To encourage fresh approaches to safety issues, committee members serve a one year term. Subsequent terms for incumbent members may be authorized by the Risk Management Committee.

Meetings will be held at least monthly. Minutes will be kept and circulated to members and to the Risk Management Committee.

Cross reference is made to policies on program staffing, health and safety inspections, and program evaluation.

(Internal)

POSITIVE TIME REPORTING FOR  
CONTRACTUAL FACULTY AND GRADUATE ASSISTANTS

Contractual Faculty and Graduate Assistants are required to submit documentation to substantiate time worked on a biweekly basis. Documentation must be reviewed and approved by the employees' supervisors to support the biweekly payroll payments. Procedures to support this requirement have been established and approved by the Executive Committee.

(Internal)

PN 3.089  
(Revised)

PROCUREMENT

Frostburg State University requires competitive bidding for all procurements greater than \$2,500.00 unless specifically waived by C.O.M.A.R. or by university personnel with delegated procurement authority. If in the judgment of the Procurement Department it is in the best interest of the university to bid a purchase under \$2,500.00 the Procurement Department will bid such purchases.

The university delegates to each budget manager the authority to purchase approved commodities or services with a value of \$2,500.00 or less through the use of the State of Maryland Corporate Purchasing Card Program. Equipment items with a purchase price of \$2,500.00 or less deemed as "sensitive equipment" are specifically excluded from this delegation. Sensitive equipment is defined in the "Guidelines for Control of Non-Capital Equipment". Also excluded are those restrictions defined in the General Accounting Division's Policy and Procedures for the Corporate Purchasing Card Program as well as university's internal policies and procedures for the corporate purchasing card.

This policy does not delegate any other procurement authority to any other university personnel other than referenced above. This policy does not supersede the requirements of C.O.M.A.R. to purchase specific types of commodities such as furniture from other state agencies.

(Internal)