WELCOME TO THE PHYSICAL PLANT FAMILY!!!!

Physical Plant is pleased to welcome our new employees!

- Michael Allen, Assistant VP, Physical Plant
- Ricky Bibb, Electric Shop Supervisor*
- Tami Mahoney, Employee Safety and Health
- Keith Ward, Fire and Life Safety Inspector
- J. Michael Tutor, Safety and Training Coordinator
- Frances Miller, Building Services*
- Amelia Mayahi, Sustainability Coordinator*
- Barry Stanfill, Plumbing Shop*
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- Keith Ward, Fire and Life Safety Inspector
- J. Michael Tutor, Safety and Training Coordinator
- Frances Miller, Building Services*
- Theresa J. Alfers, Building Services
- Linda Arnold, Manager Rental Properties*

Workplace Safety
Brad Frewin, Manager of Employee Health and Safety

Good housekeeping in the workplace is tremendously important. In a way it underlies all of your other safety efforts, because if your workplace isn’t clean, well organized, and well maintained, it isn’t safe nor healthy. Good housekeeping has to be a safety priority. It also must have your seal of approval. If workers think that you don’t care about housekeeping, or if they have the attitude that it’s somebody else’s job, then you have to send a message that this is a team effort. As a key player on the team, we all have a role to play.

Help workers see the light by pointing out some of the hazards of poor housekeeping, such as:

- Fire hazards from trash and other combustible debris
- Slips, trips and falls from items or spills on the floor
- Contact hazards like bumping into objects or being hit by falling objects
- Puncture hazards from exposed sharp objects or jagged edges

When everybody understands the importance of good housekeeping and assumes personal responsibility, a cleaner, neater, and safer workplace is achievable. Think Safety First!

News from Physical Plant’s Safety Committee

- Remember to recycle lamps, ballasts and batteries. Never discard them in the dumpsters
- Modification of Physical Plant’s back parking lot to park all electric vehicles is being studied
- Always lock university vehicles and take keys with you. From a Homeland Security standpoint terrorists look for opportunities such as this. NEVER leave a vehicle unattended
- When using contractors, please find out if they will be using chemicals and get MSDS sheets for the chemicals prior to the work taking place
- When there is an accident on campus, make sure that an accident report is completed and a copy is turned in to Brad Frewin
- Our contract has been renewed with Safety Kleen. If you need a MSDS sheet, call 1-888-375-5336 twenty four hours a day-seven days a week
- Each shop is required to turn in an updated chemical list to the safety committee
Physical Plant Newsletter

Editors:  Cathy G. Horton  
Brad Frewin

This newsletter is available on the Physical Plant website, bf.memphis.edu/pp. To report news, contact a newsletter staff member. If you have questions or comments, contact Cathy G. Horton or Brad Frewin.

The University of Memphis is one of 46 institutions in the Tennessee Board of Regents system, the seventh largest system of higher education in the nation. It is an Equal Opportunity/Affirmative Action university, committed to education of a non-racially identifiable student body.

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MARCH’S PHYSICAL PLANT VALUE

Take ownership of each assignment and work diligently until all work is completed correctly. Assume responsibility for your assigned work areas. Collect, maintain and distribute timely, accurate information and be responsive to the overall needs of customers, co-workers and supervisors during the execution of work.

IT’S YOUR JOB UNTIL THE END!

A Note of Thanks
to 
Mr. Tony Poteet,
Assistant VP Campus Planning/Design

For your leadership and guidance to the
Physical Plant Department!

Physical Plant Employees...if you are participating in the CIGNA or Blue Cross Blue Shield Partnership Insurance plan, it is time for you to complete the mandatory health questionnaire and health screening. The questionnaire can be completed one of two ways: Call 1-888-741-3390 or go to: www.partnersforhealthtn.gov

Also, the training office is scheduling informational sessions through employee’s work unit council meetings. Need more information, call Cathy @ 2695. The last health screening for U of M employees is Wednesday, 03-23-2011, 7AM-1PM, Rose Theatre side lobby. You may call the 1-888 number to schedule an appointment for your screening.

ACCOUNTABILITY

Update on the New Timekeeping System

During the week of Spring Break, March 7-10, all Physical Plant employees will be required to have a new University ID card issued. This is necessary because the magnetic strip on the old ID cards is not compatible with the new time clocks.

Appointments will be scheduled in 45 minute increments and each employee will be given an appointment time. The process will begin in the Physical Plant Training Room with a brief video to provide familiarization with the new time clock. From there, employees will be given a demonstration at one of the time clocks before they go to Wilder Tower to have their new ID made. Please bring your old ID card with you when you go to Wilder Tower.

Watch for more information on training sessions in the future. Training will begin three weeks before the system is ready to go live.

Thank you for your patience as we work towards implementing a more accurate and efficient timekeeping system.