

September 1, 2015

CAMPUS FACILITIES DIRECTIVE NO. 220.1

Subject: Safety Recognition Program

Purpose: To establish guidelines for the Campus Facilities Safety Recognition Program

### **General Policy**

A lost-time injury or illness occurs when an employee has a work-related injury or illness and misses at least one full regularly scheduled work shift because of the injury or illness. Each department is responsible for tracking work-related injuries and illnesses and administering the safety recognition program. To achieve departmental and team safety goals:

- The department or team must hold the minimum of two safety meetings totaling one hour per month;
- Each supervisor and others determined by Director discretion shall fill out one Job Safety Analysis per month; and
- Work-related accidents/illnesses shall be reported and all investigations shall be conducted according to Campus Facilities Directive No. 211A during the achievement goal time period.

**In unusual situations the Campus Facilities Executive Steering Group may waive the listed requirements.**

Each department will post the number of consecutive safe days worked at an appropriate location(s) in the department.

### **Departmental Safety**

Department goals for days without a lost-time injury/illness are based on department size. For departments with 100 or fewer employees, the goal is 110 days. For departments with 101 to 249 employees, the goal is 100 days. For departments with more than 249 employees the goal is 65 days. When a department reaches its goal for days without a lost-time injury/illness and also meets the criteria listed in the General Policy of this document, every union eligible employee, first line supervisor, manager, and administrative staff that assist with the safety program (determined by the department Director) will receive either (1) a \$10.00 gift certificate and a breakfast or lunch or (2) a \$25.00 gift certificate, depending on departmental preference. There will also be a drawing for one \$90.00 gift certificate. Larger departments may elect to offer two \$90.00 awards. Awards remain the same for meeting additional increments of the days without a lost-time work-related injury or illness.

### **Team Safety**

When a safety team of 15 to 40 employees work 25,000 hours (100-day minimum) without a lost-time injury/illness and meets the criteria listed in the General Policy of this document, donuts or similar refreshments will be provided as recognition. For additional 25,000-hour increments, breakfast or lunch will be provided.

### **Additional Safety Recognitions, Awards and Safety Milestones**

Campus Facilities Directors may approve recognition for safety achievements, outstanding safety performance, and other notable safety-related work that are not listed in this document. Departments may use savings achieved from the elimination of the 2010 Safety Recognition Program's individual safety awards for other safety recognition.