

Task Safety Observation Process

What is a quality observation? What should be done with data?

- Observe work for short duration (few minutes only)
- Make the worker “feel good” about demonstrated safe behavior
- Engaged worker to identify at risk or unsafe behavior
- Engaged worker to come up with solution to identified at risk behavior
- Supervisor observes all employees regularly versus a few employees frequently
- Supervisor observes a variety of different tasks
- The worker is glad his/her supervisor stopped to talk to him/her because the supervisor is perceived as “caring”
- Review with department regularly
- Discuss at risk behaviors and as a team talk about what can be done to improve
- Implement safety improvement ideas immediately
- Make sure the entire department knows areas for improvement

(see reverse for Job Hazard Analysis)

Job Hazard Analysis (JHA) Process

What is a quality JHA? How should it be used?

- Complete formally for all non-routine, new, and higher hazard tasks (minimum one per month for trades and one per quarter for custodial)
- Get input from department
- Review prior to starting work/task
- Clearly delineate between hazards and safeguards
- Maintained/filed for future use
- Detailed but not too detailed
- Use regularly in department meetings and introduce concepts to all new hires
- JHAs are to be returned to the departmental designee; the designee will log and pass the JHA to the CF Safety Coordinator and the information will be stored on the “L” drive.

(see reverse for Task Safety Observation Process)

Incident/Accident Investigation Process

What is a quality investigation? How should it be used?

- Completed within 24 hours
- Identifies multiple contributing factors and multiple recommendations to prevent a reoccurrence
- Recommendations are implemented in a timely manner
- Investigation utilize interviews with witnesses and injured worker
- Investigations are reviewed with entire department in a timely manner
- Near miss reporting is regularly promoted via the incident triangle
- Near misses are investigated as if they were “more” serious
- Supervisors have five days in which to investigate, fill out, and send a lost time accident form to the Assistant Vice Chancellor, Director of Administration, and the CF Safety Coordinator and schedule a lost time review meeting through the Assistant Vice Chancellors through his administrative assistant
- Any injury or illness resulting in an employee being placed on modified duty for longer than two weeks—the employee’s supervisor will fill out a lost time injury investigation within five days, and send a copy to the departmental director, Director of Administration, and the CF Safety Coordinator; the supervisor will then schedule a meeting with the departmental director and all levels of management between the first line supervisor and the director

(see reverse for Return to Work Process)

Return to Work Process

What is a quality effort?

- All eligible employees are placed in program
- All employees monitored to make sure restrictions are not exceeded
- Supervisor effectively communicates with WC Coordinator
- Employee is doing “meaningful” work

(see reverse for Incident/Accident Investigation Process)