

Safety & Risk Management Policies and Procedures

Title: Behavior Based Safety Program

Date: May 2014

Rationale: Safe and positive attitudes and culture lead to fewer accidents and injuries. Expectations from supervisors/managers for safe behavior and practices will lead to positive attitude and safer culture changes.

Goals:

- To encourage active employee participation in our safety program.
- To encourage safe behaviors and discourage unsafe behaviors on an individual employee basis.

Policy: Supervisor and Department Heads will involve and engage their staff through the use of setting expectations for employee involvement, peer recognition, and direct observation and correction of unsafe behaviors.

Procedure: The following procedure outlines the process for recognizing employees for safe behaviors and identifying and correcting negative or unsafe behavior.

How will employee/unit be selected for recognition?

- Employee's can be nominated by peers, supervisors, or the Safety Committee. An employee who best represents an active, positive impact on our health and safety program can be selected for "Employee Safety Recognition."
- A unit or department may be selected and recognized for its efforts at integrating safety procedures, safe behaviors and attitudes or improving its safety performance. Performance may be measured by observation, formal audit results, and/or workers compensation accident claim data.

Recognition Guidelines:

- A safety recognition certificate can be presented to the employee/unit at a group meeting to celebrate and recognize their contributions to the safety program. The certificate can be mounted in a bulletin board area for department wide recognition. Supervisors/managers should recognize the employee/unit at a departmental/group meeting.

Behavior Guidelines:

- Positive Safety Behaviors
 1. Changing the way you usually do your job to a safer method.
 2. Reminding co-workers about taking safety precautions.
 3. Consistently wearing your personal protective equipment
 4. Consistently using safety program procedures and safe work practices.
 5. Reminding co-workers that they should be wearing personal protective equipment or using a safe work practice (especially when they observe an unsafe behavior).
 6. Providing feedback to supervisors that some employee's are not following safety procedures or wearing their personal protective equipment.

- Negative Safety Attitudes and Behaviors
 1. Not wearing personal protective equipment or using general safety equipment.
 2. Not following safety procedures or safe work practices (welding procedures, lockout-tagout, tractor safety, ladder safety, lifting/back safety). This includes taking shortcuts.
 3. Having a negative attitude. Negative attitudes have been clearly established as a cause of unsafe behaviors. Negative attitudes and unsafe behaviors are considered unacceptable as they usually lead to an unsafe work culture and higher accident rate.

Participation: Everyone has clear responsibility for safety and is expected to practice the “highest degree of safety.” This program is designed to help us change attitudes and behaviors so that safety becomes part of the standard operating procedure and is widely valued across all campus units. Departmental worker's compensation data will be provided and communicated so that everyone has a clear understanding of accident causes and trends to address and correct.