

Safety Growl Program

Updated on September 9th, 2014

Contents

Goal	2
Program Description.....	2
Shop Safety Representative Compensation	2
Applicable Areas	3
Roles and Responsibilities.....	3
Shop Safety Representatives	3
Facilities Safety Staff.....	4
Shop Area / Supervisors.....	4
Directors	4
Chief Facilities Officer	4

Goal

Provide a time each work day for emphasis on working safely in the performance of job duties in University Facilities.

Program Description

All Facilities' staff (as determined by the Facilities' safety staff, Directors and Supervisors) will participate in a brief (5 minute) daily (or other frequency as approved) shop meeting to hear about and discuss:

- A predetermined safety topic
- Job specific safety issues that relate to the work planned for that day.

Meetings will be conducted by the Shop Safety Representative from each applicable area. The Shop Safety Representative will serve on a subcommittee of the Safety Action Committee (SAC) and the SAC will review and recommend changes to the program to the Chief Facilities Officer and Safety Staff. Supervisors will allow up to 15 minutes at the beginning of each work day for the Shop Safety Representative to prepare and document the requirements of the program. Volunteers for the Safety Representative will be approved by the respective Director for the area/shop. If there are multiple volunteers from an area, selections will be made based on a sample Safety Growl as judged by a committee appointed by the Facilities Safety Staff and Directors.

The Facilities' Safety staff will provide annual training (and periodic as needed) on how best to conduct the meeting and record the required information. The Safety Staff will also provide topics each month to be used for discussion. The Shop Safety Representative may substitute his/her own information if prior approval is obtained from the Safety Staff.

Shop Safety Representative Compensation

The Shop Safety Representatives will volunteer for a term of 1 year (September 1-August 30) and will receive a \$900 annual Award for serving as the Shop Safety Representative. Payment will be made after the term for those that complete a full year of service. In the event that a Representative retires, leaves employment due to medical reasons, or is promoted within Facilities to another position, payment for the time served will be made at \$75 per month. No partial payment will be made for any other reason unless approved by the Chief Facilities Officer and the Office of Human Resources.

Applicable Areas

The following areas are required to perform 5-minute daily meetings:

- Custodial Teams
- Recycling
- Maintenance Areas/Shops
- Landscape
- High Voltage Crew
- Utility Construction Shop
- Steam & Chiller Plant
- Waste Water Treatment Plant
- Maintenance Stores (weekly-15 minutes)
- Project Managers (weekly-15 minutes)
- Klugh Avenue administrative staff (monthly-15 minutes)
- Others as determined by the Chief Facilities Officer

Roles and Responsibilities

In order to ensure that these daily meetings are successful, various staff members within Facilities have specific roles which come with unique responsibilities.

Shop Safety Representatives

A Shop Safety Representative is responsible for:

- Reviewing, in advance, the daily safety talk information provided by the Facilities Safety Office and be prepared to give a 3-5 (or 10-12) minute briefing to members of the shop/area.
- Providing 1-2 minutes to the Shop Supervisor to discuss any job specific safety issues based on the work scheduled for that day.
- Recording the following information daily:
 - Timing the Safety Grawl was conducted.
 - The topic discussed.
 - Other items mentioned or discussed
 - Keeping track of number in attendance, guests present, and names of those absent.
 - Noting names of any absent excused by the supervisor for "emergency service."
- Meeting periodically with the Grawl subcommittee to discuss experiences and suggestions for program improvement.

Facilities Safety Staff

Staff members who help manage Facilities' Safety program are expected to:

- Maintain a list of current Shop Safety Representatives and ensure replacements are named as vacancies occur to ensure continuity of the program.
- Provide monthly package of Safety Growl topics to each Shop Safety Representative no later than 5 days prior to the first work day of each month. The package will contain topics selected that are applicable to job duties in University Facilities. At least five additional topics will be provided each month to allow some discretion to the Shop Safety Representative in choosing the subjects most useful to the shop/area.
- Each safety staff member will audit at least two random meetings per week.

Shop Area / Supervisors

Supervisors are charged with:

- Setting a recurring time for Safety Growl and notify Safety Staff of any changes to the schedule.
- Directing all shop/staff that are not on leave or "emergency duty" to attend all meetings.
- Informing the Shop Safety Representative of any staff absent and reason for absence.
- Submitting disciplinary action to Facilities' Human Resource Manager for staff members who are absent without excuse more than
 - 3 times in a three month period (daily Growls)
 - 3 times in a six month period (weekly Growls)
 - 3 times in a one year period (monthly Growls)
- Notifying Director and Safety Staff of program non-compliance or ineffectiveness caused by actions of the Shop Safety Representative.

Directors

At the departmental level, Directors need to:

- Attend at least two random meetings per week to provide support and ensure compliance. (Exception: The Director of Custodial Services is allowed to attend one meeting in weeks where he/she attends the 4:45 a.m. Custodial Growl.
- Notify the Safety Staff of any program issues of noncompliance or ineffectiveness.
- Approve those staff members who volunteer to serve as a Shop Safety Representative prior to their selection.

Chief Facilities Officer

Finally, as the head of the organization, the Chief Facilities Officer is expected to:

- Approve the program requirements as a University Facilities policy and approve all subsequent updates and/or modifications.

- Attend at least one random meeting per month in each department (Custodial, Landscape, Maintenance, and one from Support/Capital/Minor Projects or Utilities) in support of program and to ensure compliance and effectiveness.