

Individual Safety Incentive Program

Overview

University Facilities (UF) is committed to providing a safe workplace. It is the intention of this program to motivate and reward proactive safety actions.

Purpose

The purpose of this program is to promote workplace safety through positive reinforcement of observed safe behaviors and voluntary participation in various safety/risk programs. Our goal is to promote open discussion about safety at all levels of management, leading to safer workplace behaviors, reduction in workplace injuries, and laying the foundation to build a better safety culture at UF resulting in fewer workplace accidents and injuries.

Eligibility

All Permanent full-time employees are eligible to participate in the Safety Incentive Program.

Each department is required to maintain at least one of its staff as an active member of the UF Safety Action Committee (SAC).

Program Duration

The incentive program period will be on going until replaced.

An employee will become disqualified for the Individual Safety Incentive Award during a program period under the following circumstances:

1. The employee does not report an accident or willfully attempts to hide an accident,
2. The employee does not wear the proper PPE to perform work tasks as required,

3. The employee does not attend all required safety training for the calendar year.

Award

When an employee achieves 50 points, as verified by the shop safety representative and the UF Safety Coordinator/Manager, the individual will be rewarded with a UF Challenge Coin. Earned points will be recorded on a master spreadsheet by the Safety Coordinator/Manager to provide staff awareness of their point standings. Individual shops may post the number of challenge coins earned on a safety communication board in the shop area.

The UF Challenge Coin(s) may be accumulated and redeemed at any time for assorted items that are available through the Director of Lean Processes' office.

Point System

1 point

- Attend mandatory safety training/meetings.
- Attend optional training (topics offered and scheduled by UF Safety Manager/Coordinator).
- Complete Job Briefing form

2 points

- Conduct Safety Data Sheet (SDS) review in shop meeting
- Conduct and document shop tools inspection (once per shop weekly). Shop supervisors will keep an up-to-date inventory of equipment to be inspected and update checklists as necessary. Inspections will be verified by the shop supervisor. The checklists will be scanned and forwarded to the CU Safety Coordinator monthly.
- Conduct and document shop and storage area(s) housekeeping inspection and clean as necessary (once per shop weekly) see Appendix D for sample checklist. The area planner will schedule shop employees on a rotational basis.
- Report a hazardous condition. The condition must be validated by the supervisor and a work order initiated in AIM to correct the problem. All safety related work orders will be reviewed by the UF Safety Manager/Coordinator monthly.
- The reported hazardous condition (above) are resolved and the work order closed in AIM and verified by the UF Safety Manager/Coordinator.
- Make a safety improvement suggestion.

5 points

- Present a safety topic or a one-point lesson in a shop meeting. An outline or lesson plan must be submitted to the UF Safety Coordinator for approval and awarding of points.
- Document an incident or near miss. See Appendix E for more information about required documentation.
- Complete a lock out tag out procedure approved by the UF Safety Coordinator for equipment used/repaired by the shop.
- Conduct Equipment Inspections (Custodial). (5 points for one month of inspections)
- Conduct and document personal PPE inspection once per week (5 points for one month of inspections) (once per shop weekly) see Appendix B for sample PPE checklist. The safety team member for the area will verify the checklists and award two points at the end of each week. He/she will scan and forward documents to the CU Safety Coordinator monthly.
- Conduct and document shop vehicle and personal tools inspection once per week (5 points for one month of inspections) see Appendix C for sample checklist. Two points will be awarded to the employee at the end of the week. The safety team member for the area will verify the checklists and award two points at the end of each week. He/she will scan and forward documents to the CU Safety Coordinator monthly.
- "Caught Being Safe" Safety Chip

10 points

- When a safety improvement suggestion (above) is approved and implemented resulting in a department wide behavioral change, ten points will be awarded. Points will be awarded upon verification of the UF Safety Coordinator/Manager and the Departmental Director.

Definitions

- Safety Team member – Member of the UF Safety Action Committee or departmental safety team.
- Safety Data Sheet (SDS) – Safety Data Sheet is a written document that outlines information and procedures for handling and working with chemicals. These documents contain physical and chemical property information, potential hazard information, emergency procedures, and manufacturer contact information.
- Personal Protective Equipment (PPE) - protective items such as reflective vests, hard hats, steel-toed boots, gloves and safety glasses.
- Near Miss Incident- A Near Miss is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so.
- Hazardous Condition - Anything that presents a potential threat to employees, whether physical or psychological, can be classified as a workplace hazard.

- Lockout/Tagout Procedure - A specific work safety procedure or practice that safeguards employees from the unexpected powering or startup of machinery and equipment, or the release of hazardous energy during service or maintenance activities.