

Safety Incentive Program

Internal Procedure: July 1, 2013
Effective date: July 1, 2013
Last Modified: April 2013
Approved by: Bob Wells

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Program Objective

UF is committed to providing a safe workplace and has implemented this program to motivate and reward proactive safety actions.

Purpose and Scope

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 and student workers who engage in high risk activities are eligible to participate in the Safety Incentive Program. Supervisors and support personnel who do not perform high risk activities are not eligible.

Departments/job functions eligible to participate in the program include:

- Maintenance in the following non-supervisory job functions: plumbing, electrical, HVAC, carpentry, masonry, locksmith, painting, sheet metal, roofing, multi-skilled trades, preventive maintenance, and life safety.
- Custodial and Recycling Services including custodians and trade specialists.
- Landscape Services in the following non-supervisory job functions: litter control, arboreal, turf care, heavy equipment/moving, pesticide application, mulching, planting, mowing, weeding, and irrigation maintenance.
- Maintenance Stores including shipping, receiving, stocking, and forklift operation.
- Utilities Service in the following non-supervisory job functions: high voltage, boiler operation, WWTP operator, chiller maintenance, and water distribution.

In order to be eligible, the department must have one of the following (depending on the size of the department):

1. Safety Representative as an active member of the UF Safety Action Committee (SAC); or
2. Departmental Safety Committee (4-10 members, depending on size)

Program Duration

The incentive program period will be on an annual calendar year basis (January 1 – December 31 of each year.)

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

- The employee does not report an accident or willfully attempts to hide an accident.
- The employee does not wear the proper PPE to perform work tasks as required.
- The employee does not attend all required safety training for the calendar year.

Award

If an employee achieves 100 points, as verified by the shop safety representative and the UF Safety Manager, the individual will be rewarded. In order to keep track of earned points, a punch card will be provided to the employee. The UF Safety Manager will use a unique hole-punch to record points achieved. The employee will keep the card until 100 points are achieved and then turned in the UF Safety Manager to receive the award.

Point System

1 Point

- Attend mandatory safety training/meeting. See Appendix A for a list of mandatory and/or optional meetings.
- Attend optional training (topics offered and schedules by the UF Safety Manager)
- UF Training coordinator to manage recordkeeping.

2 Points

- Conduct Safety Data Sheet (SDS) review in shop meeting.
- Conduct and document personal PPE inspection (once per shop daily). See Appendix B for sample PPE checklist. The safety team member for the area will verify the checklists and award 2 points at the end of each week. He/she will scan and forward documents to the CU Safety Manager each month.
- Conduct and document shop vehicle and personal tools inspection (once per shop daily). Two points will be awarded to the employee at the end of each week.

Conduct and document shop tools inspection (once per shop weekly). Shop supervisors will keep an up-to-date inventory of equipment to be inspected. Inspections will be verified by the shop supervisor. The checklist will be scanned and forwarded to the CU Safety Manager.

- Conduct and document shop and storage area(s), housekeeping inspection, and clean as necessary (once per shop weekly).
- Make a safety improvement suggestion. Suggestion boxes will be located in the following areas:
 - UF Main building on lower level.
 - Maintenance Stores
 - Landscaping Building
 - (2) Custodial Shops
- The UF Safety Manager will collect, validate and award points for suggestions monthly.
- Report any 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 weekly.
- The reported hazardous condition (above) is resolved and the work order closed in AIM and verified by the UF Safety Manager.
- Attend SAC meeting (SAC members only).

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 Manager for approval and awarding of points.
- Document a near miss incident. See Appendix C for more information about required documentation.
- Participate (as a trained investigator) in an incident (injury, near miss, or property damage) investigation.
- Complete a lock out/tag out procedure approved by the UF Training Coordinator for equipment used/repaired by the shop.

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 Manager and the Departmental Director.
- A punch card (Appendix E) will be used to accumulate points. Safety Team members and the US Safety Manager will verify and punch cards as appropriate. The UF Safety Manager will use a unique hole-punch to record points achieved.

Definitions

Safety Team Member - member of the UF Safety Action Committee or departmental safety team.

Safety Data Sheet (SDS) - 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-toes boots, and gloves.

Near Miss Incident - 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.

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.