Objectives of 2017 Incentive Program

1. Individuals attend and participate in all required training
2. Crew/Clusters take ownership of their own health and safety
3. Individuals take ownership of their safety
4. Comply with Federal and state regulations
5. Report accidents/incidents in a timely manner
6. Increase Safety consciousness
7. Reduce the frequency and severity of accidents
8. Reduce lost time hours
9. Identify unsafe behaviors and conditions and correct them
10. Improve safety culture
Utah State University
FACILITIES

2017 Safety Incentive Program

Earning your quarterly incentive ($20) is as easy as 1, 2, 3

1. Individually attend at least 1 of the following Safety office trainings per month
   a. 2017 monthly safety training (Group/or individual) *
   b. Area specific training (Group/or individual) **

2. As a crew, complete one of the following tools 2 times a month:
   a. Safety Area Checklist (2 to 4 individuals)
   b. No Name No Blame Observation (1-3 individuals) ***
   c. Safety Minute Meeting (90% of crew) ****
   d. If there is an accident, report it to the Safety Office and fill out a 
      supervisor’s investigation form (within 3 days)

3. As a crew, create one of following written documents every 3 months (quarter):
   a. Job safety analysis (3 to 4 individuals)*****
   b. Bloodborne pathogen exposure control plan (3 to 4 individuals)
   c. Hazard communication plan (3 to 4 individuals)
   d. Lockout Tag out procedures (3 to 4 individuals)
   e. Shop safety rules (3 to 4 individuals) ******
   f. Other written safety plans, rules, or poster (3 to 4 individuals)
   g. Any other significant safety project approved by the safety office
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<thead>
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<tbody>
<tr>
<td><strong>January</strong></td>
<td>Electrical Safety</td>
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<tr>
<td><strong>February</strong></td>
<td>Bloodborne Pathogens</td>
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<tr>
<td><strong>March</strong></td>
<td>HAZCOM</td>
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<tr>
<td><strong>April</strong></td>
<td>Emergency Action Plan/Earthquake Evacuation Drill</td>
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<tr>
<td><strong>May</strong></td>
<td>Safety Policy 337</td>
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<tr>
<td><strong>June</strong></td>
<td>Ladder Safety and Fall Protection</td>
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<tr>
<td><strong>July</strong></td>
<td>Back Safety</td>
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<td><strong>August</strong></td>
<td>Fire Extinguisher Safety</td>
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<tr>
<td><strong>September</strong></td>
<td>Walkway safety Policy</td>
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<tr>
<td>Month</td>
<td>Training</td>
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<tr>
<td>October</td>
<td>Hearing Conservation</td>
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<tr>
<td>November</td>
<td>Snow removal</td>
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<tr>
<td>December</td>
<td>Slips, Trips, and Falls</td>
</tr>
</tbody>
</table>

**1b. Area Specific Trainings**

i. Forklift  
ii. Lockout Tag out  
iii. Confined Spaces  
iv. Respiratory Protection  
v. Hanta Virus Awareness  
vi. Welding Safety  
vii. New Employee Safety Training  
viii. Radiation Awareness  
ix. High Voltage Safety  
x. Aerial Work Platforms
xi. Landscaping Safety
xii. Trenching/Excavation
xiii. Scaffolding
xiv. Hand tool safety
xv. Industrial Noise

***2b. No Name No Blame Observation
**Observation Card Instructions**

Employee observations are paramount in reducing workplace injuries.

Workplace observations are essential in any Behavioral Safety process because they help identify and provide feedback on critical safety issues. For the observation process to be effective, you must review the incident records by geographical location and type of injury. This will help in pinpointing ‘common’ unsafe behaviors that need to be the focus of the observation process. A frequency count of the same types of incident will then direct you to the 20 percent of unsafe behaviors triggering 80 percent of your problems.

**Key Elements for Observations to be Effective**

- Employee being observed remains anonymous (no name no blame, so they feel say to give honest information to the observer).
- Should be done by peers from other departments.
- Select observers that are positive about the process. If individuals are forced to conduct observations they could bring a negative tone defeating the purpose of the observations.
- Should focus on accident causing behavior not unsafe conditions.
- Should be done at random times of the day.
- Conducted on a regular basis not just at the end of the quarter.
- Observers must provide accurate information.
- Observers should provide immediate feedback to the individual on unsafe behavior.

**Steps for Conducting Observations**

1. **Inform the individual**
   Before beginning the observation inform the person that you are there to observe them. Remind them that the observation is anonymous and their name will not be included on the form. You may also want to inform others in close proximity of your purpose.

2. **Observe**
   Observe the person while they perform their job task. Focus on their behaviors to ensure that the individual can perform the task safely. Make notes on the observation cards of any concerns that have the potential of causing an injury. Keep in mind during the process that you are not there to find fault.

3. **Ask questions**
   During the observation be willing to ask appropriate questions: Why did you do it that way? Have you always done it that way? Is it safe to do it that way? Is there a safer method? Is that how you were trained to do it?

4. **Identify Barriers**
   Discuss the at-risk behaviors and the barriers that contributed to them:
   - 1. Training Issue.
   - 3. Apathy, Insignificant.
   - 5. Disagreement on at-risk practices.
   - 6. Personal Factors or Distractions.
   - 7. Accepted Culture or Peer Pressure.

   This should be done with respect and without criticism. This approach offers a better chance of an open dialog that may lead to an understanding of why risk is a part of the task, and possible changes that could be made to reduce or eliminate the risk.

5. **Feedback**
   At the conclusion of the observation take the opportunity to commend the person on the favorable things that you saw them do to be safe. Emphasize the positive and reinforce safe work practices.

****2c. A Safety Minute****
A safety Minute a brief safety talk about a specific subject at the beginning of a meeting or shift. Also known as safety moments or safety chats, these talks can be done in a variety of ways, but are typically a brief (3-5 minute) discussion on a safety related topic. They can cover a variety of safety topics and remind employees of the importance of being safe; at work, at home and in all aspects of our lives.

Including a Safety Moment at the beginning of your meeting can help bring safety issues or topics up in a timely, clear, brief, and non-threatening way. Safety Moments are designed to reinforce safety knowledge and everyone’s commitment towards a positive safety culture.

Please fill out the Safety Minute Form and return it to the safety office when complete.
**3a. Job Safety Analysis (3 to 4 individuals)**

A Job Safety Analysis (JSA) focuses on the job itself by examining a task in sequential order and identifying the exposures associated with each step. The safety office maintains a library of all JSA if you would like to look one up.

Three or Four individuals should create a JSA on tasks that could meet the following criteria:

- Have high hazard
- Performed frequently
- Performed infrequently
- New equipment
- Routine jobs/equipment
- Unfamiliar

Once completed a copy should be sent to the Facilities Safety Office and a copy should be kept and used as needed.

Below is a good example of a JSA:

<table>
<thead>
<tr>
<th>Task 1: Cutting Components</th>
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<tbody>
<tr>
<td>Back injuries from lifting heavy sheets.</td>
<td>Use proper lifting techniques.</td>
</tr>
<tr>
<td>Dust and debris in your eyes and hearing damage from loud machines.</td>
<td>Use eye and ear protection.</td>
</tr>
<tr>
<td>Injuries from the table or panel saw.</td>
<td>Always be aware of where your hands and fingers are at all times.</td>
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<thead>
<tr>
<th>Task 2: Cut Rabbits and Dados, then Edge Banding Components</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Dust and debris in your eyes and hearing damage from loud machines.</td>
<td>Use eye and ear protection.</td>
</tr>
<tr>
<td>Burns from the edge bander.</td>
<td>The edge bander gets very hot so be careful where you grab it.</td>
</tr>
<tr>
<td>Cutting yourself with the trimmer.</td>
<td>Always be aware of where your hands and fingers are at all times.</td>
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<thead>
<tr>
<th>Task 3: Assembling Components</th>
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</thead>
<tbody>
<tr>
<td>Shooting your hand with the nail gun.</td>
<td>Always be aware of where your hands and fingers are at all times.</td>
</tr>
<tr>
<td>Dust and debris in your eyes and hearing damage from loud machines.</td>
<td>Use eye and ear protection.</td>
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</tbody>
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<thead>
<tr>
<th>Task 4: Moving Completed Cabinets Around the Shop and Installing</th>
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</thead>
<tbody>
<tr>
<td>Back injuries from lifting heavy cabinets.</td>
<td>Always ask for help with bigger cabinets.</td>
</tr>
<tr>
<td>Smashed hands from dropping upper cabinets on them when installing.</td>
<td>Cut a 2 x 4 to use as a crutch under the cabinet until you get it secured to the wall.</td>
</tr>
</tbody>
</table>
3e. Shop Safety Rules

Shop safety rules can be used as guidelines for those who currently, or might in the future use power tools and heavy machinery in your crew/cluster shop. These guidelines DO NOT serve as a replacement for formal training in shop safety.

Once completed a copy should be sent to the Facilities Safety Office and a copy should be posted in the shop and followed.

Below is an example of shop safety rules:
1. **Never Use a Machine If You Are NOT Trained – Always Get Training Before Operating Any Machinery.**
   You must attend general safety training and specific training on the machine you intend to use. If you are unfamiliar with a particular tool or instrument, do not use it until you are properly trained on its usage.

2. **Never Work Alone – Always Use “Buddy System”.**
   At least two adults must be in the shop when power tools are being used. You must get permission from your Supervisor for off hours and weekend work if the shop permits off hour work.

4. **Never Remove Safety Guards – They are Present For Reason**
   You must ensure that safety guards are in place on moving parts before you start working.

5. **Never Wear Open Toe Shoes -Use Closed-Toe Shoes in the Shop.**
   Tools, chips and fixtures are sharp, and often hot. Shoes will help protect your feet from injury. Leather shoes are preferred when welding.

6. **Never Work Without Proper Eye Protection -Always Wear Appropriate Safety Glasses or Goggles When Working or Cleaning Tools.**
   Prescription glasses with plastic lenses must meet ANSI Standard Z87.1 for safety.

7. **Never Leave Your Work Area in Mess – Always Clean Up After Yourself.**
   Before you leave your work site all tools must be returned to the toolbox, the machine cleaned and wiped down and the floor swept. Leave 10-15 minutes for cleanup at the end of your shift.

8. **Never Work with Loose Hair, Jewelry, etc. –Always Remove or Secure Anything That Might Get Caught in Moving Machinery.** [http://www.ehs.columbia.edu/ShopSafetyRules.html](http://www.ehs.columbia.edu/ShopSafetyRules.html)