

# **TARLETON STATE UNIVERSITY SAFETY INCENTIVE PROGRAM GUIDELINES**

## **I. INTRODUCTION**

A successful safety and health program needs to be promoted in order to motivate individuals towards achievement of the program's goals. Promotional efforts should generate incentive to perform in a given way and at a certain level. The incentive to perform safely must be based upon the promotions appeal to one or more individual's motivating factors, such as self-preservation, or pride in accomplishments. It is the intention of this program to reward proactive safety actions and not promote the non-reporting of injuries or accidents.

## **II. BACKGROUND**

The university has made great enhancements within the safety program by placing value on developing and implementing safety policies and procedures. Performance auditing of these policies will occur to ensure that the goal of compliance is obtained.

## **III. SCOPE**

Departments with employees that perform high risk activities will be considered for acceptance within the program. Departments that have been invited to participate include:

- Environmental Services
- Physical Facilities Maintenance
- RLL Maintenance
- Athletics Maintenance & Grounds
- University Farm Maintenance
- Construction Services

The participating departments will be invited to the Safety Appreciation Luncheon in May and the Safety Incentive Luncheon in October both hosted by Risk Management & Safety (RMS). Departments with employees achieving 365 consecutive days without a loss time accident will be recognized at the luncheon held in May. All employees for the applicable departments will be invited to the Luncheons.

Longevity Safety Awards will be presented at the Safety Incentive Luncheon in October to individuals without a lost-time accident for the duration of 5 years, 10 years, 15 years, 20 years, 25 years, and beyond. Safety Incentive Program Awards will be provided in October.

#### **IV. ELIGIBILITY**

All Permanent full-time employees and part-time student workers who engage in high risk activities are eligible to participate in the Safety Incentive Program. Support personnel who do not perform high risk activities are not eligible. A student's lost-time accident will not count against the participating department's annual goal of achieving 365 days without a loss time accident.

For departments and their employees to be eligible for the Safety Incentive Program; the department must have one of the following (*depending on the size of the department*):

1. Safety Representative; or
2. Safety Committee (*4-10 members, depending on size*)

#### **V. ROLES**

The Safety Committee or Safety Representative's role is to help create and maintain active interest in safety throughout the department. Good safety attitude on the part of the members will have a positive influence on other employees. Participants will have the following roles:

- Should meet monthly and document minutes
- Should have knowledge of hazards and experience with operations of the department or workspace
- Should possess a cooperative attitude and constructively contribute to the meeting
- Complete their actions from the previous meeting
- Share with the committee problems they could not resolve
- Serve as a liaison to the RMS office in observing and communicating safety concerns and unsafe conditions or practices
- Offer suggestions for improvement of safety programs and assist with safety training programs

#### **VI. PROGRAM DURATION**

The incentive program period will occur on an annual basis. The program period will begin September 1 and end on August 31 of each year.

#### **VII. TRAINING**

Attending, facilitating and documenting monthly training program requirements. Each department must complete the following applicable training courses each year:

- Hazard Communications

- Bloodborne Pathogens
- Confined Space
- Asbestos Awareness

Other Training Topics:

- Slips, Trips and Falls
- Back & Lifting Safety
- Fall Protection
- Shop Safety
- Fire & Life Safety
- Hearing Conservation
- Scooter Safety
- Tool Safety
- Ladder Safety
- Inclement Weather
- Personal Protective Equipment
- Lab Safety
- Farm/Agriculture Safety
- Other applicable safety training topics

## VIII. PROGRAM RULES

- A. The program will be administered by the Risk Management and Safety Department.
- B. Each eligible employee that is not involved in a lost-time accident during the program period will be awarded the applicable *Safety Incentive - Individual Award* for that program year. Eligible employees must have been employed full-time from the start of the program period to receive an *Individual Award*.
- C. Each eligible department or workspace that is not involved in a lost-time accident during the program period will be awarded the applicable *Safety Incentive - Team Award* for that program year.
- D. An employee will become disqualified for the *Safety Incentive - Individual Award* during a program period under the following circumstances:
  1. *The employee is involved in a lost time accident;*
  2. *The employee does not report an accident or willfully attempts to hide an accident;*
  3. *The employee is involved in a non-lost time accident where the medical expenses are greater than \$250.00; or,*
  4. *The employee is involved in more than one (1) non-lost time accidents where the total accumulated cost is greater than \$250.00.*

- E. A team will become disqualified for the *Safety Incentive - Team Award* during a program period under the following circumstances:
1. If any employee on the team is involved in a lost time accident;
  2. If any employee on the team does not report an accident or willfully attempts to hide an accident;
  3. If any employee on the team is involved in a non-lost time accident where the medical expenses are greater than \$250.00; or,
  4. If any employee on the team is involved in more than one (1) non-lost time accidents where the total accumulated cost is greater than \$250.00.
- F. Eligible employees and departments who become disqualified as per sections D and E, are still invited and encouraged to attend the Safety Luncheons held in May and October, however, they are not eligible to receive Safety Incentive Awards.
- G. Safety Incentive *Individual Awards* and *Team Awards* will be provided in October.

## **IX. DEFINITIONS**

***Accident*** – An injury that arises out of and in the course and scope of employment.

***Lost-time Accident*** – The first working day missed after the injury has occurred (*i.e. injury occurred on Monday, if you miss work on Tuesday due to Monday's injury, that will be considered a lost-time accident*).