

	Guidelines for Evaluating Safety Performance	Effective	January 2, 2006
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Guidelines for Evaluating Safety Performance

1. Purpose:

Ross University School of Veterinary Medicine requires that all members of the campus community be held accountable for accident prevention. Department chairpersons and unit heads are required to maintain a safe work environment. All supervisors are accountable for providing training on safe practices and assurance that work is conducted safely. All employees are required to follow established safety procedures and practices in the performance of their duties.

2. Procedures

Safety Performance Evaluations

Performance evaluations at all levels must include an assessment of the individual's commitment to and performance of the accident prevention needs of his/her position. The following are examples of factors that should be considered when evaluating an employee's safety performance.

- Adherence to defined safety practices.
- Use of provided safety equipment.
- Reporting of unsafe acts, conditions, and equipment.
- Offering suggestions for solutions to safety problems.
- Planning of work to include checking safety of equipment and procedures before starting.
- Early reporting of illness or injury that may arise as a result of the job.
- Providing support to safety programs.

Some Special Requirements for Supervisors

- Provide workplace hazard assessment for employees.
- Provide orientation to new employees on safety requirements.
- Provide instruction to employees on safe practices for hazards unique to their job assignments.
- Clearly inform employees which conditions are safety infractions.
- Consistently and effectively enforce the safety program, including sanctions for employees who violate the safety program.
- Ensure that employees have supervised work experience before they are allowed to perform hazardous operations on their own.

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- Ensure rapid correction of identified safety hazards through adoption of interim solutions and permanent corrections.
- Provide early return-to-work opportunities that assure compliance with medical limitations.

Reminder: University policy requires that employees have the right to a safe work environment.