

3 STEP SAFETY PROGRAM



VALPARAISO
UNIVERSITY

Administration Services

The 3 Step Safety Program is a program designed to increase the safety culture and awareness among employees in the Administration Services Division. The program is made up of department goals called “We” goals and individual employee goals called “Me” goals.

A. WE GOALS

Each department has “We” goals specific to their unit along with one shared divisional goal. At the end of each year a safety reward will be granted to those departments who have met any of these goals.

- 1. Divisional Shared Goal:** The goal of each department should be that every employee earns at least one point month based on the 5 “Me” options outlined below. For every department that has 100% participation in a given month, it will count toward their goal from August to the end of May. Prizes will be awarded based on the number of months all employees of the department completed a “Me” goal.
 - **Prize for 6 out of the 10 months - pizza party**
 - **Prize for 8 out of the 10 months - movie party**
 - **Prize for the entire 10 months - options for dept. to choose from such as dinner out, bowling/meal outing and so on.**
- 2. Department Goals:** Rewards based on nature of the goals, approved by VP

B. ME GOALS

Each employee can choose their individual safety tasks for the quarter. Each task is worth one point. At the end of each quarter an employee who has earned at least three points will receive a safety reward. At the end of each year an employee who achieved all three points in each quarter will receive a yearly grand prize. Employees can perform any of the safety tasks below that are each worth one point:

- 1. Conduct a safety meeting “tool box talk”**
 - Employees can come up with other Tool Box topics, but they must be approved by the Director first.
- 2. Perform a safety audit: daily routine pertaining to your department i.e. food temperature check in Dining.**
- 3. Implement a best safety practice idea**
- 4. Audit Card: identify and report a safety hazard - this should also be reported to your supervisor and submitted as a work order.**
- 5. Stop unsafe work:**
 - Employee needs to stop people from working in an unsafe environment.
 - Discuss how the action is unsafe and needs to be changed before work can continue



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THE 3 STEP SAFETY PROGRAM QUARTERLY PRIZES

