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Performance Standards & Best Practices

Subject: Workplace Safety

Number: 012

As Facilities Services employees, we regularly work in environments where safety precautions must be employed during the course of our duties. Safety for yourselves and others is each employee's responsibility and must be taken seriously. Please review the following basic safety practices for Facilities Services employees.

1. If you should ever find yourself in a situation you perceive to be dangerous, it is management's responsibility to stop the work. In order for this to be done, you must advise or obtain direction from your Supervisor, FS Safety Officer, Superintendent or the Associate Vice Chancellor for Facilities Services. Retaliatory behavior for reporting an unsafe situation will not be tolerated.
2. Similarly, in the course of your daily work, should you see a situation involving work being performed by a co-worker that you believe is dangerous and poses imminent danger to life or property, it is your responsibility to intervene and advise those workers of your concern. If that fails to yield appropriate response or action, seek review of the questionable practice by management.

We all often feel pressure to perform our jobs in an expeditious manner. We cannot, however, do so if our actions pose a threat to our own safety or that of another. Please remember to be respectful of your co-workers when voicing a possible safety concern. A casual question may often be a sufficient reminder to use safe practices; to use that piece of caution tape, or procure the proper ladder or fall protection. In an effort to avoid many concerns, brief assignment-specific safety discussions should occur prior to beginning of any and all special projects. By working together, we can all enjoy an accident-free work environment.

A handwritten signature in black ink, appearing to read 'J. Beep', is written over a horizontal line that serves as a signature line.