

IF YOU **SEE** SOMETHING  
**SAY** SOMETHING  
**DO** SOMETHING

## SUPERVISOR'S TOOL KIT

As a supervisor, you're responsible for staying up to date with policies and procedures, and for sharing that information with your employees. We know you're busy, so UAF has developed these reference materials to help make your job easier. The topics, centered on a safe and welcoming campus, will help keep safety front of mind and help make our campus a safer place for our employees, students and visitors.

Each topical quick tab is a meeting-in-a-box, with information about a specific topic and handouts that can be posted in common areas. The reference sheets are designed to grab and go so you can easily make this your safety minute or whatever works best for you. You can download the quick tabs at [www.uaf.edu/safety/](http://www.uaf.edu/safety/).

How to use this tool kit:

- 1. Review the information. Please be familiar with the information in this tool kit, checklists and your responsibilities.**
- 2. Share the information. Use the subject-specific references to share information and facilitate discussions with your employees.**
- 3. Report back. You will receive a survey via email and be asked to report on the topics you have shared.**

If you have questions, please contact Environmental, Health, Safety and Risk Management at [uaf-ehsrn@alaska.edu](mailto:uaf-ehsrn@alaska.edu).

[www.uaf.edu/safety/](http://www.uaf.edu/safety/)

