



Facilities Services

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Policy Statement

Background

All Facilities Services (FS) employees are represented on the University of Oregon's Safety Advisory Committee. In addition to participation in the consideration of University-wide safety issues, FS employees encounter safety concerns unique to this department. As such, FS encourages and requires its employees to take an active role in the promotion of safety in the workplace. As a result, FS has developed the Safety Through Employee Participation (STEP) Program.

The mission of the STEP Program is to promote safety in the workplace through employee participation. The STEP Program is designed to encourage employees to promote safety in the workplace by setting positive examples for their peers through demonstration and promotion of safe behaviors and attitudes. The goals of the STEP Program are to:

- eliminate workplace accidents,
- encourage employees to serve as a safety resource to co-workers,
- promote continuing education on workplace safety issues, and
- identify workplace safety challenges for each work group.

Policy

- Each workgroup shall select a safety representative. Such representative may be selected by a supervisor or elected by the members of each workgroup.
 - Each representative is expected work with the supervisor and the FS safety staff in conducting monthly safety meetings. Additionally, STEP representatives should promote safety training.
 - Each representative is expected to attend meetings of the STEP representatives when they are called.
 - STEP representatives should promote free and open communication between themselves and other employees about safety in the workplace.
 - Each representative is expected to conduct periodic safety audits and inspections of their workgroup's workplaces and observations of work practices. Such audits may be

scheduled up to once every three months.

- STEP representatives are expected to model safe behavior and attitudes in the workplace.
- In an effort to provide the most effective means of safety promotion in the workplace, each representative should receive initial training on safety committee issues from the FS Safety Manager or FS Safety Coordinator. Furthermore, STEP representatives are expected to continue to attend training and other educational opportunities in the advancement of their understanding of safety issues in the workplace. Required training for STEP representatives includes Safety Audits, Safety Committee Operations, Job Hazard Analysis, Train the Safety Trainer, Safety Committee Problem Solving, and Hazard Identification and Control.
- Each workgroup shall conduct a monthly safety meeting.
 - The monthly safety meeting may be chaired by the safety representative or the supervisor.
 - This meeting is a forum for employees to discuss safety issues among each other and with their supervisor.
 - Issues raised at this meeting may be discussed with the Facilities Services Safety Manager or Safety Coordinator. Furthermore, employees are encouraged to use the Safety Hazard Report Form to report potential hazards in the workplace.
 - Additionally, this meeting may be used to present the monthly safety training as required by the Facilities Services Training Policy. Such training should be coordinated with the Facilities Services Safety Manager or Safety Coordinator.
- Although STEP representatives do not meet on a regular basis, meetings may be called by the Safety Manager to consider inter-workgroup safety issues.
- Communication to and among STEP representatives may occur through e-mail to the listserv. Messages to STEP representatives may be sent to fsstep@lists.uoregon.edu.
- The professional safety staff, including but not limited to the FS Safety Manager, FS Safety Coordinator, and Environmental Health and Safety staff will continue to coordinate safety programs and provide support to workgroup STEP representatives.
 - This includes enforcement of federal, state, and local safety regulations and consultation on safety issues in the workplace.
 - Furthermore, the professional safety staff will continue to provide monthly reporting of accident data and Safety Advisory Committee meeting minutes. These reports

should be made available by the STEP representatives to their workgroups by posting them on each workgroup's safety bulletin board. Questions concerning these materials may be forwarded to the FS Safety Manager.

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Approved by: Steve Pelkey, Safety Manager

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