

# Spotlight On Safety

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## Guidelines for Evaluating Safety Performance

***UC Riverside policy requires that all members of the campus community be responsible 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. The campus has adopted the Integrated Safety and Environmental Management (ISEM) system to ensure that safety is incorporated into all programs and activities. ISEM "Follow the Five" process provides safety guidance for program development/ implementation, and the individual worker.***

### ***ISEM Follow-the-Five Process***

1. Define scope of activity
2. Identify & analyze hazards
3. Develop & implement controls
4. Perform activity within controls
5. Provide feedback & make improvements

### ***Safety Performance Evaluations***

- Must include the individual's commitment to and performance of the accident prevention needs in his/her position
- Job descriptions must include appropriate responsibilities and accountability for safe activities in all assigned areas
- Evaluate if employee follows defined safety practices, uses provided safety equipment, reports unsafe acts, conditions, and equipment, offers suggestions for solutions to safety problems, plans work (checks safety of equipment and procedures before starting), reports illness or injury that may arise as a result of the job, and provides support to safety efforts

### ***Requirements for Supervisors***

- Provide orientation on safety requirements to new employees
- Provide instruction on safe practices for hazards unique to job assignments
- Clearly inform employees which conditions are safety infractions
- Consistently and effectively enforce the safety program and sanctions for employees who violate it
- Ensure employees have supervised work experience before they are allowed to perform hazardous operations on their own
- Ensure rapid correction of identified safety hazards through adoption of interim solutions and permanent corrections
- Provide early return-to-work opportunity that assures compliance with medical limitations

Federal/ state laws and University policy requires that employees have the right to a safe work environment and can report unsafe conditions or practices without retaliation. Visit [www.ehs.ucr.edu](http://www.ehs.ucr.edu) for additional information or call EH&S at 951-827-5528 if you have any questions.