



General

- Unit safety performance evaluation has several elements:
 - the unit's accident record; how many accidents in a given period of time?
 - number of accidents increasing or decreasing?
 - number larger or smaller compared to other groups which accomplish similar tasks?
- EH&S has access to an accident recording system which will provide managers with this type of information
- Number comparisons are important as a judge of safety performance, but only reflect the more important element: fulfillment of safety responsibilities

Responsibilities

- How well a unit or supervisor accomplishes safety responsibilities better indicator of their safety effort.
- A supervisor's ability to control accidents may be limited and not completely related to their efforts in accident prevention.
- Steps taken after an accident occurs do affect the extent of the loss considerably.
- Willingness and commitment to perform tasks associated with preventing and controlling accident losses are more important than numbers of accidents
- Commitment to safety should be given a higher priority
- Safety performance or the fulfillment of safety responsibilities should be discussed during performance evaluations

Accountability

- Employees should **only** be held accountable for the fulfillment of **well defined** goals and responsibilities
- Rewards and praise has positive effect toward instilling proper safety attitudes and behavior
- Holding individuals accountable for the performance of their safety responsibilities important in the prevention and management of accidents
- Accountability requires that individuals understand the reason for and importance of tasks and are judged solely on what they can control
- When these elements are in place, most people will not perceive accountability as something negative and will take pride in their accomplishments

Safety Responsibilities and Duties

Deans and Directors

- Support the ideal that safety is an integral and important part of all activities
- Emphasize the importance of accident prevention and loss control
- Ensure that adequate training is provided for employees and supervisors
- Hold supervisors accountable for unit's safety record and the performance of their safety responsibilities
- Reward improvement, discipline failure
- Support efforts to return injured employees to work as soon as possible
- Encourage unsafe condition correction through the fund allocation

Supervisors

- Supervisor includes academic employees that assign work to research or lab personnel
- **Provide workers** with the training and equipment to do their job safely
- Proper **training of new employees** is especially important

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- Perform **frequent safety inspections** of work areas
- **Correct unsafe conditions** if within your ability to do so; if not, forward the need for correction to your supervisor
- **Investigate accidents** immediately and complete **accident reports** and SAIF claim forms in a timely manner.
- Offer immediate and continuing **concern to injured workers**
- Take every reasonable step to **return the worker to work** as soon as possible
- Give **public recognition** to workers for their safety ideas and good safety records.
- Consider **safety behavior** as an element in each worker's performance evaluation.
- Discipline the worker who knows better and has been counseled but still endangers self and others