

## Workplace Safety Campaign

The Office of Human Resources and the Department of Environmental Health & Safety are committed to providing a safe working environment for faculty and staff, and we could use your help! We would like you to share in our commitment by embracing a renewed awareness of working safely. To that end, we are pleased to announce a new *Workplace Safety Campaign*.

We are kicking off this campaign by implementing a one-year pilot program in which you have the opportunity to voice your ideas and concerns by submitting a HASIC (Health and Safety Idea Card) to the Office of Human Resources; doing so gives you the opportunity to be considered for entry into a monthly drawing for a \$45 gift certificate to a local supermarket! For eligibility and a complete list of rules, please visit

You can pick up a blank HASIC at the following locations: Human Resources, Public Safety, VC's offices, Dean's offices, and Facilities.

As a reminder, please report emergent environmental health and safety issues immediately to the Department of Public Safety at x9191. Non-emergent issues can be reported to Robert Casparius, Director of Environmental Health & Safety, x8176. If you have any questions regarding this program, please contact Lisa Cordeiro at x8061.

***Safety is everyone's responsibility!***

### ELIGIBILITY

All University of Massachusetts Dartmouth employees (including student employees) are eligible. All employees who submit a HASIC (Health and Safety Idea Card) will receive a confirmation from HR that their idea(s) were received, and they will be informed of the disposition of the idea.

Individuals not on the University payroll are ineligible for the monthly drawings; **however**, credible ideas received from non-employees will be given the same attention and due process as those received by employees and all credible non-employee entries will be entered into the "last chance" drawing which will take place at the end of the one-year pilot program.

### ENTRY RULES

All entries must be legible.

All entries are strictly confidential and anonymity will be maintained. Names will not be directly associated with any specific HASIC entry.

All entries will be reviewed by HR's workers' compensation administrator and the Director (or designee) of EH&S for drawing entry approval or denial.

Ideas should be constructive and are subject to disqualification if deemed inappropriate or general in nature. HR or EH&S may contact the employee if clarification of the idea is needed.

Ideas must be specific in nature (describe the act, location, situation, etc.). General ideas will not be eligible for the drawing.

- Sample acceptable idea (specific): Boxes in the CAS south basement stairwell need to be relocated, as they pose a safety and fire hazard.
- Sample unacceptable idea (general): Don't put any boxes in the hallways.

The HASIC can be used to submit an idea for implementation, or it can be used to record an unsafe or hazardous condition or act that the employee already reported to the Departments of Public Safety, Environmental Health & Safety (EH&S), or Facilities, for which he/she wants to be considered eligible for the drawing.

Entries received in HR between the 1<sup>st</sup> day of the month through 5:00PM on the last Friday of the month will be considered for inclusion in that month's drawing.

The drawing will take place on or about the 1<sup>st</sup> work day of each month for the prior month's entries. All eligible entries will be mixed together in a container and one winner will be drawn out of the mixture by an HR, Payroll, or EH&S staff member. To maintain the integrity of the drawing, there must be at least three employees present at the time of the drawing. HR will notify the winner.

If no credible entries are received in one specific month, a drawing will not be held for that specific month; therefore, there will be no winner for that month.

HR will notify appropriate departmental managers of suggestions that pertain to their area of expertise in order for them to review, and if possible, to implement the proposed idea.

Credible anonymous entries will be reviewed and disseminated to the appropriate department(s) for action; however, they will not be eligible for the drawing.

Only one entry per idea per employee is acceptable. Duplicate entries by the same person are not acceptable and will be deemed ineligible.

This program is entirely voluntary, and therefore is not subject to the grievance procedure.

HR and EH&S, in agreement, reserve the right to add, change, or modify the program as necessary, without prior notification to the University community.

A HASIC must be received by HR in order to be considered for that month's drawing. HR is not responsible for entries not received.

*If you have questions regarding eligibility, entry rules, or other program-related issues, please call HR at x8061.*