

Facilities Quarterly Team Safety Award

01. Objective

- 01.01 The Texas State University Facilities Organization is committed to supporting the educational mission of the institution and providing a safe environment.
- 01.02 The Facilities Quarterly Team Safety Program recognizes a team that has actively participated in providing a safe work environment by mitigating hazards within their team for a particular quarter. Through risk and hazard analysis, accident/injury assessment, job-specific training, and inspections, this team has best represented the Facilities Department's goal, to provide a safe work environment and culture for its staff. The purpose for the Facilities Quarterly Team Safety Award is to promote a safety-conscious culture, by measuring and recognizing participation in that process.

02. PROCEDURE FOR APPOINTING THE FACILITIES SAFETY AWARD SELECTION COMMITTEE

- 02.01 The formation of a selection committee will be accomplished every year at the September Facilities Safety Committee meeting. The Facilities Quarterly Team Safety Award Selection Committee will consist of the Chair- person for the Safety Committee, the Vice-chair for Administration and three other members chosen from the safety committee.

03. ELIGIBILITY CRITERIA, NOMINATION PROCEDURES, SELECTION CRITERIA AND PROCEDURES

- 03.01 A team includes people with diverse and complementary skills and backgrounds, working together to achieve a common performance goal. They hold themselves mutually accountable, and they are held accountable as a group.

To be eligible for the Facilities Quarterly Team Safety Award, a group of individuals identified as a "team" by the individual nominating the group for recognition will be considered by the selection committee upon review of the nomination form.

(Attachment #1 - [Insert link here](#)) The shop/team will be selected on the basis of the following criteria:

- a. Proactive implementation of safety measures that provide quality services safely within the Facilities organization and to the University community.
- b. The team's actions provide a safe environment and benefit the organization and university, e.g., diminished or eliminated risk, improved safe standard operating procedures, completed project ahead of schedule without taking shortcuts that

threatened safety of the individuals, identified and mitigated safety hazards, prevented accidents, etc.

- c. The team has gone above and beyond Facilities' commitment to provide a safe environment and culture within the organization.

03.02 Nominations will be submitted to the Chairperson of the Facilities Quarterly Team Safety Award Selection Committee via the Director overseeing the team. The following calendar will be used:

- a. The Quarterly Team Safety Award Selection Committee will distribute requests for nominations via email by the 15th of the last month of each quarter.
- b. Nominations are to be submitted to the Selection Committee Chairperson via the respective Director by the last working day of each quarter;
- c. The Selection Committee meets, reviews and selects the winning team by the Friday of the first full work week of the next quarter.
- d. The committee's selections will be announced during the Associate VP, Facilities quarterly meetings with the shops and teams.

Any Texas State employee may nominate a Facilities Team for this Quarterly Team Safety Award. Nominations will be delivered to the Director responsible for the Team and approved by the Director for submission to the Facilities Quarterly Team Safety Award Selection Committee.

03.03 As deemed necessary, information contained in the nomination may be validated by the committee chair (or their designee). Nominations will be reviewed and ranked by the selection committee. The team receiving the highest ranking, as per the selection matrix (see attachment 2) will be selected for the Facilities Quarterly Team Safety Award.

03.04 Nominations may be reconsidered for one additional subsequent quarterly cycle if the team was not selected for the award in the quarter first submitted and as approved by the Director of the respective team.

04. **PROCEDURES FOR PRESENTATION OF THE FACILITIES QUARTERLY TEAM SAFETY AWARD**

04.01 Presentation of the Quarterly Safety Award is as follows:

- a. First Quarter – January, February, March (award announced in April)
- b. Second Quarter – April, May and June (award announced in July)
- c. Third Quarter – July, August, September (award announced in October)
- d. Fourth Quarter – October, November, December (award announced in January)

- 04.02 An annual safety award will be presented to a team selected from the quarterly award winners at the annual Employee Appreciation Luncheon.
- 04.03 The team members selected for the quarterly award will receive a certificate signed by the Associate VP, Facilities and a rotating trophy. Pictures of the team selected will be produced. One picture will be placed in a display case in the main Physical Plant hallway, one picture in the Facilities Training Room and one will be published in the Facilities Newsletter, *Paw Prints*.