



**Program Charter
Physical Plant | Safety Management Program**

Strategic Alignment: Improve Campus Life by Advancing Safety Initiatives
Approved for Publish (01.15.2019-Version 2.0)

Program Name	Safety Management
Sponsor(s)	Jay Bieszke
Program Leader(s)	Mike Peña
Primary Stakeholder(s)	Physical Plant

Statement of Responsibilities

Tier 1. Management Commitment

The commitment to a Culture of Safety through participation, funding, staffing, and promotion of the Physical Plant Safety Management Program.

“Safety Review Group” SRG

1. A cross functional group consisting of directors, supervisors, safety professionals and affected employees engaging in the review, discussion and development of corrective guidance for incidents that have resulted in injury at a severity level of 1 (OSHA recordable) or greater.
2. The primary deliverable is to identify changes that will allow risk to be avoided or – where this is not possible – reduced to a minimum. Focus will be on the correction of the root cause through conversation, teachable moments and corrective guidance.
3. The SRG will be guided by the Executive Director of Physical Plant. The SRG will be responsible for reporting out to the Tier 1 Group of any consideration for recommendation to improve or actions that affect program policy and procedure.
4. The SRG will meet twice monthly at 7:45AM-8:45AM and 4:00PM-5:00PM as required to completed incident review affecting all three shifts staffed by Physical Plant employees.

“Safety Management Group” SMG

1. Assigned Safety Management Professionals that define, develop and implement Safety Management Program controls that support the continuum of purpose in injury reduction through compliance guidance and continuous improvement methods.
2. Provide support and commitment to the development and implementation of Safety Management Program oversight, education, incident investigation, improvement and safe practice compliance guidance.
3. Develop and implement the operational by-laws of the subgroups and its membership in order to avoid divergence of charter.
4. Assess Safe Practice performance through metrics that include; comparable industry benchmarks, incident trends, root cause analysis and investigation practices that discover and document the methods of prevention.
5. Promote SAFE Education [Safety Academics for Employees], activity based safe practice and regulatory required safety education; safe practice education and scheduled periodic refreshers.
6. The SMG will be guided by the Director of Safety Management. The SMG will be responsible for reporting out to the Tier 1-3 Groups of any consideration for recommendation to improve or actions that affect program policy and procedure. This includes discoveries by the STG or SPG that require Tier 1 consideration.
7. The SMG will meet weekly to conduct the business of developing and delivering on program improvements and the commitment to program charter. The group will gather improvement opportunities from the Tier 1-3 groups, review submittals, consider approval for action, designate a priority and assignment for completion.

[Trimedia Recommendations 10.1 Training] [OSHA Core Element: Employee Education and Training]



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Tier 2. Supervisor Commitment

Supervisors are responsible for active participation in program continuance and compliance.

“Safe Tactics Group” STG

1. Physical Plant directors shall appoint supervisors that will actively participate for a minimum of 18 months. The appointed group of supervisors will represent the employee groups, educate employees of safe practice requirements and investigate workplace safety claims as requested through Safety Management.
2. This group is responsible for the development and implementation of continuous improvement methods including safe and best work practices.
3. Engage in the review of occupational safety matters that have been observed or brought to attention by employees, contractors, or campus business partners. This group will collect and verify claims of safety concern for review and consideration of action.
4. The STG will be Director guided as selected by the Executive Director of Physical Plant. The STG will responsible for reporting out to the SMG of any consideration for recommendation to improve or actions that may affect compliance with program policy and procedure. This includes discoveries by the SPG that require SMG consideration. There will be SMG representation included in this group.
5. The STG will meet as an assembly once per month or as agenda items of action indicate need.

Tier 3. Employee Involvement

This group of employees is chartered to create and sustain the Culture of Safety from the source of where safe practice is applied and the rules established by the Tier 1 and 2 groups are validated.

“Safe Practice Group” SPG

1. The Safe Practice Group will be an assembly of Physical Plant employees that will be assigned by director, supervisor, proxy or nomination rotating in and out of participation every 18 months.
2. This group is the field “eyes and ears” of the Safety Management Program, monitoring behaviors, field trends, and correcting unsafe practice in addition to recommending improvement to the Program.
3. The SPG will be guided by a group lead selected by the Physical Plant Directors. The SPG will be responsible for reporting out to the Tier 2 Group of any consideration for recommendation to improve or actions that affect compliance with program policy and procedure. This includes discoveries by the SPG that require SMG or Tier 1 consideration. There will be SMG representation included in this group.
4. The SPG will meet as an assembly once per month or as items of action indicate need.

[Trimedia Recommendations 10.2 Pre-work Checklist | 10.3 Toxic and Hazardous Material Assessment] [OSHA Core Element: Worker Participation | Hazard Identification & Assessment | Hazard Prevention & Control | Coordination & Communication on Multiemployer Worksites]

Business Case / Statement of Need

To maintain a Culture of Safety that includes continuous improvement of safe practice and striving for zero incidents through engagement at all levels of the Physical Plant that result in metrics of improved employee wellbeing.



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<i>[OSHA Core Element: Program Evaluation and Improvement]</i>	
Project Scope	
Program Charge	Implement Safety Management Program initiatives that define the best safe practice per DSPS(OSHA) core elements of a Safety and Health Program Management with emphasis in the following areas: <ol style="list-style-type: none"> 1. Develop, maintain and advance a Culture of Safety. 2. Demonstrate commitment to Safety Management Program. 3. Advance the existing Safety Management Program initiatives in collaboration with FP&M and campus partners.
Program Deliverables	<ol style="list-style-type: none"> 1. Definition, integration, funding, staffing, measurement, control and implementation of Safety Management Program initiatives. 2. Delivery of Safety Management Program initiatives that include: <ol style="list-style-type: none"> a. Policy guidelines and safe practice procedures b. An annual plan for continued improvement c. Succession plan including staff requirements and financial impact. 3. Defined Metrics <ol style="list-style-type: none"> a. Activity and behavior based safety education completed b. Improved compliance with regulations by data management of safe practices. c. Injury reduction by Days Away(lost time) Restricted(duty) or Transfer(out of position) d. Reduced injuries by type. e. Employee engagement ranking as per EID 2 year survey results
Project Constraints / Risks <i>(Elements that may restrict or place control over a project, project team, or project action)</i>	
Management's support of Program initiatives limitations of funding and availability of staff to insure administration, education, observation, remediation, control and compliance business or management redirection discontinuation by other.	

Milestones <i>(due date duration)</i>	≈ Due Date or Estimate Duration
1. Deliver Safety Management Program Charter	01.2019-Complete
2. Deliver scope, roles and responsibilities, methodology for success of the Safety Management Program Sub Groups <ol style="list-style-type: none"> a. Develop and Deliver Charter b. Frequent communications as milestones are met. c. Educate supervisors & staff through sub-groups 	02.2020-Complete
3. Emergency Operations & Continuity of Operations Planning	Annually - January
4. Administration <ol style="list-style-type: none"> a. Assemble metrics and report out monthly b. Develop, implement and control program improvements, metrics and redirection. 	Ongoing



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Safety Management Program Membership Roles and Responsibilities		
Program Member	Role	Responsibility
Tier 1 Management Commitment		
Safety Review Group		Direction & Provisioning
Jay Bieszke	Executive Direction	
Kris Ackerbauer	Program Commitment	Services
Craig Mayer	Program Commitment	Maintenance
Mike Peña	Safety Management	Program Purpose & Compliance Guidance
Jeff Pollei	Program Commitment	Utilities & Energy Management
EH&S Representative	Program Support	Metrics, Campaign, Compliance & Consultation
HR Representative	Program Support	Employee Relations
Safety Management		Safety Professionals
		Campaign, Compliance & Consultation
Mike Peña	Program Purpose/Guidance	
Chris Heidel	Consultation & Coordination	HBM (Hazardous Building Materials)
Brian Higby	Consultation & Education	HBM & Maintenance
Douglas Smith	Consultation & Education	HBM & General Campus Safety
Karl Stelzer	Consultation & Education	Services & Plants
Tier 2 Supervisor Engagement		
Safe Tactics Group		Implementation & Compliance
Suggested Appointees		Supervisor Representation
Ackerbauer	5	Program Compliance
Barrett	1	Program Compliance
Mayer	5	Program Compliance
Pollei	1	Program Compliance
Safety Management	1	Consultation & Education
Tier 3 Employee Engagement		
Safe Practice Group		Application, Improvement & Compliance
Supervisor Appointees		Employee Representation
	5	Program Continuance
	5	Program Continuance
	1	Program Continuance
	2	Program Continuance
Safety Management	1	Consultation & Education

Sign-off: _____

Date: _____

Executive Sponsor