

UTHSC Performance Evaluation Guidelines for Evaluating Safety Performance

Introduction

The University of Tennessee Performance Review Detail Form includes *Safety* as a factor in the annual Performance Evaluation process (appearing under the *Decision Making/Problem Solving Skills* category). Informing employees in advance and sharing the criteria for evaluation may help promote compliance and conscientious adherence to safety practices. UTHSC Campus Safety has prepared the following rubric to guide supervisors in their evaluation of employee safety performance. It should be shared with employees at the time of hire and reviewed at the time of their Performance Evaluation. The rubric aligns with UT policies, procedures and regulatory requirements and focuses on five areas of safety performance: training, work practices, personal protective equipment, work area maintenance and reporting.

**UTHSC Performance Evaluation
Guidelines for Evaluating Safety Performance**

Safety Performance Evaluation Rubric: UTHSC Employees

Compliance with institutional procedures and regulatory requirements provides the basis for evaluating employee safety performance. This rubric is intended to guide supervisors in the management of their work unit safety program, their evaluation of personnel safety performance, and by employees seeking a definition of safety performance expectations.

Rarely Achieves	Sometimes Achieves	Fully Achieves	Meets and Occasionally Exceeds	Consistently Exceeds
Safety training requirements not completed.	Safety training completed; reminders required prior to completion.	All safety training requirements have been met.	All safety training requirements met. Informs colleagues or Jr. staff members about hazards, proper handling procedures, etc.	All safety training requirements met; performs training role informing colleagues or new hires about hazards, procedures, PPE, etc.
Work area not well-maintained; equipment not returned; waste accumulations in work area; surfaces not cleaned or disinfected as appropriate.	Work area not consistently well-maintained and free of waste. Surfaces not consistently cleaned or disinfected as appropriate.	Work area well-maintained and free of waste; equipment returned; surfaces routinely cleaned or disinfected as appropriate.	Work area and surroundings well-maintained; ensures routine maintenance of equipment maintained; waste recycled or properly managed.	Assumes responsibility for ensuring work area and surroundings are well maintained, equipment serviced and waste properly managed.
Does not consistently wear required PPE or requires frequent reminders.	Has required occasional reminders to wear required PPE; generally in compliance with requirements.	Routinely wears appropriate clothes and PPE in accordance with Job Hazard Analyses or departmental requirements.	Routinely wears appropriate PPE; encourages compliance among others.	Routinely wears PPE; takes responsibility for ensuring PPE is available to and worn by colleagues.
Not aware of workplace hazards or does not follow established safe work practices. Eats, drinks, or stores food in work areas where hazardous materials are handled.	Sometimes unfamiliar with workplace hazards or established safe work practices. Has been reminded not to eat, drink or store food in areas where hazardous materials are handled.	Is aware of hazards and consistently follows established safe work practices. Does not eat, drink or store food in areas where hazardous materials are handled.	Consistently follows safe work practices; promotes hazard awareness and safe work practices among others.	Reviews Safety Data Sheet before handling materials. Promotes hazard awareness and safe work practices.
Does not report incidents or near-misses to supervisor and Corvel; work area issues to Facilities (e.g. light bulb out) or safety concerns to Campus Safety.	Often reports issues or incidents to supervisor, Corvel, Facilities or Campus Safety.,	Reports incidents; participates in workplace incident investigations or safety inspections when appropriate.	Properly reports incidents, near-misses, and concerns. Notifies Facilities about issues that need to be addressed (e.g. lightbulbs). Acts sustainably by recycling, shutting off lights, minimizing water use, etc.	Reports incidents, near misses and facility issues. Promotes continuous workplace safety improvement. A leader in promoting safety, sustainability, and compliance among colleagues.