Quality Discussions Slated to be Held in August

The annual Quality Discussions, facilitated by Allen Simkins, will be held in August. Simkins gets together once a year with all Administrative Services employees to discuss employee concerns and issues. He brings discussion items to the meetings as well. Seven sessions have been scheduled. If an employee is unable to attend his/her scheduled session, it is recommended that s/he attend another group’s meeting.

- **Accounting Services, HR, B&IR, VP’s Office, Purchasing/Receiving/Stores** -- Tuesday, August 11, 3:00 p.m., Shepherd Union Building, Rooms 338-340
- **Architectural Services, Electronic Services** -- Tuesday, August 25, 10:00 a.m., Administration Building Board Room
- **Athletics** -- Tuesday, August 4, 8:00 a.m., Rich Lounge, Dee Events Center
- **Physical Plant Night Custodial** -- Tuesday, August 18, 5:00 p.m., Shepherd Union Building, Rooms 338-340
- **Physical Plant Skilled Crafts, Landscaping, Day Custodial** -- Tuesday, August 18, 10:00 a.m., Carpenter Shop
- **Printing/Mail Center** -- Wednesday, August 12, 3:00 p.m., Building 2, Room 227
- **Public Safety** -- Monday, August 17, 1:30 p.m., Rich Lounge, Dee Events Center

If you have questions about the discussions, please call Janet Villarruel at extension 6004.

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**Kudos!**

To: Conway Morris  
From: Danny M. Vaughn, Geosciences

I would like to acknowledge the outstanding job that the Carpenter Shop did in expediting the design, construction, and delivery of a custom-made cabinet that will ultimately be the principle framework for housing our computer-assisted weather facility. This cabinet will be viewed by everyone that visits our station (Department of Geosciences), and the craftsmanship that went into it is nothing less than superior. I have known Conway Morris and Wayne Stauffer for a number of years, and have grown to appreciate the outstanding quality of work that they produce. I think it would be appropriate, timely, and just the right thing to do to acknowledge their work with some sort of recognition.

To: Charity Ingle  
From: Karl G. Tippets, Field Eng. Tech. Assistance Center

As a field engineer . . . I make periodic visits to the campus. On my last visit . . . I had a very unusual experience. The young lady operating the visitor information booth where I pick up the visitor parking tag was so kind, courteous and efficient that I feel that her actions must be commended. Based on past experiences I was prepared to do battle to get a parking permit but instead I found a helpful friend of the visitor. She made me feel very welcome and gave me very courteous service. Please see that she is recognized for doing an excellent job.
Team Works Hard to Create Safety-Conscious Culture

The Create Responsible Attitudes and Safe Habits (CRASH) Team began work last summer with a specific goal in mind: To help create a safety-conscious culture at Weber State University.

After meeting weekly for several months, the team developed a program that was then tested. "The program we piloted in Physical Plant was very successful," stated Jolene Stevenson, team leader. "The program increased safety awareness, increased communication between Physical Plant and Environmental Health & Safety, and seems to have given people the initiative to fix safety problems." Stevenson further explained, "Seven safety suggestions were implemented and many more are in the works but not yet completed."

One of the suggestions submitted by Dennis Miller of Landscaping identified potential back injuries at the Dee Events Center. Snow was manually shoveled and thrown to clear all areas of the steps on each side of the center. To correct the potential problem, work methods were changed and snow is now pushed into the center section of stairs instead of being lifted and thrown.

Another safety problem, identified by Clayton Roop of the Heat Plant, identified improper storage of chemicals in a mechanical room. To correct the unsafe situation, the chemicals were removed and building personnel were educated on chemical storage.

Slipping injuries of the Landscape crew were noted on a suggestion form by Jennifer Johnson. To solve the problem, Environmental Health & Safety plan to buy anti-slip treads for all members of the crew this fall.

Edward Helberg, also of Landscaping, identified a lack of earplugs in noisy areas. To solve the problem, boxes of earplugs were distributed to affected areas and training is available to those who request it.

The CRASH Team's Safety Program was tested in Physical Plant. Team members include: (top, l-r) Kathy Young, Physical Plant; Jolene Stevenson, team leader; Public Safety; Janet Villarruel, team facilitator; VPs Office; (front) Kelly Kap, Physical Plant; Rick Wade, Physical Plant. Not pictured: Kris Vaney, Student Services.

The CRASH Team plans to expand the program to other areas this summer. The program is made up of two components.

- **Individual Incentive** -- Employees are encouraged to submit a Suggestion Form to identify a safety concern or suggest an idea that might make an area safer. A reward is presented to each individual whose idea is valid. Valid suggestions are also entered into a drawing for a larger prize. Employees are also encouraged to fill out a CRASH Card on co-workers caught doing something safely. Both the person submitting the card and the person being recognized are entered into a prize drawing.

- **Shop Incentive** -- Rewards are given to the work area based on an accumulation of points. Points are accumulated by submitting CRASH Cards and Suggestion Forms, holding safety meetings, and conducting self-inspections. A Traveling Trophy is awarded to the work area with the most points. Work areas earning 65% or greater of the total possible points are invited to a "break-on-us" (refreshments) hosted by the team.

**CRASH PROGRAM WINNERS FOR MAY**

- **Shop Winner** -- Carpenter Shop
- **CRASH Card Winners** -- Dallas Simpson, Wayne Stauffer, Mike Slyter, Destry Labrum, Todd Bravo, Fred White
- **Suggestion Form Winners** -- Jennifer Johnson, Todd Lloyd, Robert Law