

## Working Together

The Mission of the Utilities Department is to provide the highest quality and reliable utility services to the University with a commitment toward stewardship of resources. To do this, we must work well with others in our sections and cooperate with our supervisors. At all times we should provide friendly and courteous services to students, faculty, staff, and the public. We should also be willing to assist a co-worker when needed. Gossip, rumors, or disparaging remarks about supervisors, co-workers, or other departments are to be avoided. In some cases, our work is sensitive and should not be discussed outside of normal work channels.

One important way that we can work together is to try to understand and support the needs of all the different sections within the Utilities Department. It is important that we acknowledge the hard work and pride all sections take in maintaining and operating utility services to the campus community.

Working well together requires the cooperation of all personnel within the Utilities Department. This means that not only must we do our very best on our own job assignments, but we must also be alert to observe conditions that need attention outside the area of our responsibility.

Working together also means maintaining an emphasis on safety in the workplace. There can be no tolerance for unsafe actions or practices. This applies to the employee who may be working unsafely but also any employee that is aware of this situation and fails to report it.

General examples of unsafe actions include:

- Tampering with or disabling any safety mechanism.
- By passing equipment of systems that have been “locked-out.”
- Using equipment in a manner for which it was not designed.
- Working under the influence of drugs or alcohol.
- Operating equipment or vehicles at an unsafe speed, including exceeding the campus speed limit.
- Performing work or operating equipment for which you have not received proper training.

There is “zero tolerance” for anyone either management or staff who retaliates against an employee who has voiced concerns regarding work place safety.

Employee may address any safety related concerns or questions by contacting:

- 1) Their immediate supervisor;
- 2) The Utility Safety Officer, [Bo Lawrence](#);
- 3) [The Office of Environmental Health and Safety](#); or
- 4) [The University Compliance Services Office](#).

Any employee who feels that they have been retaliated against should immediately contact the Safety Officer, Executive Director, or Sr. Associate Vice President for Campus Planning and Facilities Management.

These procedures will truly assist in making ours a more successful team. Please help us in this endeavor.