



- Health & Safety Committee - Safety Award Recognition Program

Safety Recognition Program Recognizes Employee Safety Leadership

Due to the valuable input and the great efforts by the City of Oakley's Health and Safety Committee, our Employee Safety Program is now in effect!

The program will recognize Staff members who demonstrate leadership and initiative in helping to proactively identify and correct hazards that avert injuries. We all share the responsibility of creating and maintaining a safe work environment. Help us recognize those who have demonstrated a commitment to safety by nominating them for the Safety Award.

Summary of the Program:

- All employees are encouraged to recognize and promote the employees' safety leadership either through immediate verbal recognition or through a nomination in the Safety Award Recognition Program.
- All employees are eligible to participate in the Award Program, including: limited term (seasonal) staff and volunteers.
- The City's Health and Safety Committee will vote and decide which nominee will receive an award and prize for the Safety Award Recognition Program.
- "Exceptional leadership" in safety will be recognized through the Safety Award Recognition Program on a quarterly basis and must fall within one of the Safety Award Criteria on the following page.
- To nominate a fellow colleague you **must** fill out the Safety Award Recognition Nomination Form and submit to the Health & Safety Committee Chairman: Gabriela Baños-Galván – preferably in a prompt manner.
- A list of your Health & Safety Committee representatives, along with meeting dates will be posted in the break room.

Safety Awards Criteria (Examples)

★ Increase employee safety awareness

- For example: the employee develops a dynamic safety awareness campaign with effective signage and related communications materials that receive positive feedback indicating increased safety awareness and attention to working safely.

★ Directly influence the safe completion of a job/project

- For example: the employee performs a detailed hazard evaluation of a project (or implementation plan), including advanced research and analysis, identifies difficult to recognize hazards, provides effective mitigation measures to protect workers or constituents from all hazards.

★ Increase employee/workgroup knowledge of safety

- For example: employee identifies safety knowledge needs and takes the lead, through their supervisor, to develop appropriate training for appropriate employees, and either conducts or ensures effective training to increase employee safety knowledge.

★ Contribute to safety in the work area

- For example: employee recognizes a recurring safety hazard in their work area and communicates the hazard to their supervisor and others, while simultaneously taking action to properly secure the area from the hazard. Staff member follows through to ensure the work area safety is permanently improved by either direct action (within authority), through their supervisor and Health and Safety Committee.

★ Enhance the safety of others

- For example: employee always ensures they and fellow employees are aware of safety hazards, and aggressively ensures self and fellow employees always wear correct personal protective equipment as an exemplary role model.

★ Demonstrate safety leadership

- For example: employee actively raises safety issue(s), concern(s), or improvement idea(s) to supervisor and Health & Safety Committee to develop implementable solutions (either implemented by employee or others) to improve safety; and follows through on safety issues until resolved.

★ Prevent an accident or injury?

- For example: employee recognizes an immediate hazard to a fellow employee during work-in-progress, warns fellow employee and ensures the employee is immediately removed from harm with no injury (or hazard eliminated) and keeps supervisor (and others as relevant) informed to increase learning for the future.



- Health & Safety Committee - Safety Award Recognition Nomination Form

Date: _____

Employee Nominated for recognition: _____

Department of Nominated Employee: _____

Please mark all the appropriate Safety Awards Criteria that applies to the leadership action taken by the Employee being nominated and write a complete description. Please be as detailed as possible in the "Description of Action" as this will help the Committee determine the recipient of the quarterly Safety Leadership Award. If you have any questions, please contact your Health and Safety Committee Department Representative. After the form is completed, please submit to the Health and Safety Coordinator: Gabriela Baños-Galván.

Check all that apply	Safety Awards Criteria:	Description of Action: <small>(what was action & how does it improve safety)</small>
	Increase employee safety awareness	
	Directly influence the safe completion of a job/project	
	Increase employee/workgroup knowledge of safety	
	Contribute to safety in the work area	
	Enhance the safety of others	
	Demonstrate safety leadership	
	Prevent an accident or injury	

Nominating Employee (*Printed Name*): _____

Signature of the Nominating Employee: _____

For Health & Safety Committee Only

Accepted by: _____ Date received: _____

Action meets Program Guidelines & Criteria: Yes No

Included in the following Quarterly Vote on (date meeting was held): _____

H&S Committee Action: _____