



## CITY OF GREEN BAY PERSONNEL POLICY

<b>Policy Title</b> Employee Safety Recognition Program – Safety Spot Award	<b>Policy Reference</b> Chapter 30
<b>Policy Source</b> Human Resources Department	<b>Legal Review Date</b> October, 2014
<b>Personnel Committee Approval</b> February 23, 2015	<b>City Council Approval</b> March 3, 2015

31.1 **PURPOSE.** The purpose of the Employee Safety Recognition – Safety Spot Award is to foster a safety culture by enabling employees to recognize field employees in Parks, Forestry, and DPW Operations who demonstrate exceptional dedication and leadership to improve the City of Green Bay’s workplace safety.

31.2 **POLICY.** To continuously improve the City of Green Bay’s safety culture and foster a safe workplace which provides opportunities to recognize and reward exceptional safety actions.

31.3 **PROCEDURE.**

31.3.1 **Employees:** Employees at all levels in the areas of Parks, Forestry and DPW Operations are encouraged to identify and recognize their peers, supervisors or subordinates for exceptional safety actions which go above normal expectations.

In order to recognize employees a Safety Spot Award Recognition form will need to be filled out and turned into the employee’s supervisor or City Safety Manager. The City Safety Manager will then follow-up with the employee’s supervisor to review and verify the action meets the award criteria and to coordinate the Safety Spot Award. Employees are responsible for ensuring Safety Spot Awards submitted are appropriate and are intended solely to recognize exceptional safety actions.

31.3.2 **Supervisors:** Supervisors who wish to recognize employees or crews who make an exceptional effort to improve workplace safety and/or demonstrate exceptional safety actions in the area of Parks, Forestry and DPW Operations will need to complete a Safety Spot Award recognition form and route it to the City Safety Manager. The City Safety Manager will verify the safety action was exceptional and coordinate the Safety Spot Award.

Supervisors will deliver the Safety Spot Award. The Safety Spot Award should be done as close to the observed behavior as possible and will include a discussion or why the employee(s) is being recognized.

31.3.2 **Safety Manager:** The City Safety Manager will verify all actions submitted for the Safety Spot Award are exceptional. If the actions does not meet the definition of

exceptional, the Safety Manager will convey the reason why to the employee submitting the form. The City Safety Manager will track the Safety Spot Awards and will coordinate with the employee's supervisor to ensure the Safety Spot Award is available to present to the employee.

The City Safety Manager along with the City Safety Committee will monitor the effectiveness of the program and will distribute on a monthly basis an update to the appropriate Department Heads a list of their employees generating and receiving Safety Spot Awards along with the justification.

#### 31.4 SAFETY SPOT AWARD RECOGNITION

Each Safety Spot Award will be a \$25 gift certificate. The annual cost of the Safety Spot Awards cannot exceed \$2,000 and will be financed through funds received by the City from the CVMIC Risk Assessment Improvement Award program and the HR marketing budget.

The specific activity which triggers recognition for the Safety Spot Award will vary by workgroup, but are generally characterized as contributing towards the City's Safety Mission Statement and fostering a safe, accident-free workplace through self-initiated actions which exceed expectations and are outside of typical job duties. Safety Spot Award recognitions are not intended to recognize actions expected as part of normal job responsibilities (for example, consistently wearing personal protective equipment, good housekeeping, etc.)

- All field employees in the areas of Parks, Forestry and DPW Operations are eligible for the Safety Spot Award.
- Safety Spot Awards should be presented in a timely manner.
- The Safety Spot Award shall thank the employee(s) for the accomplishment and shall provide a brief explanation as to why the award is being given.
- Safety Spot Awards shall be presented by Supervisors.

#### 31.5 FORM. See attached.

## SAFETY SPOT AWARD FORM

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee being recognized: \_\_\_\_\_

Employee's Supervisor : \_\_\_\_\_

Safety Spot Awards are intended for actions that contribute to the City of Green Bay's Mission Statement...*The City of Green Bay is committed to the safety and welfare of all employees, residents and visitors. Every City employee has the responsibility to provide and support a culture of injury prevention and safety consciousness...* and fosters a safe, workplace through **self-initiated** actions which **exceed expectations** and are **outside typical job duties**.

Indicate Action (s) being recognized	Description of what was done and how does it improve safety
Increased employee(s) knowledge and awareness of safety.	
Enhanced the safety of others.	
Demonstrated safety leadership.	
Prevent an accident or injury.	
Other (Describe).	

Name of individual submitting request: \_\_\_\_\_