



SAFETY AWARD PROCEDURE

APPROVED BY THE EXECUTIVE DIRECTOR

OF THE SOUTH FLORIDA WATER MANAGEMENT DISTRICT: ~~07-16-2009~~ 07-12-2011

DISTRICT CLERK'S OFFICE

ARTICLE 220.415k

TITLE: Safety Award Procedure

ORIGIN: Article 120.415, Employee Recognition Policy

SCOPE: **Employees Excluding MEP Employees**

GUIDING PRINCIPLES:

The **District shall** encourage employees to demonstrate safe behavior and recognize employees for their safety performance and awareness.

This program shall support the following District goals:

- A. Communicate management's commitment to employee safety.
- B. Promote a stronger team effort toward safety.
- C. Encourage a positive attitude towards safety.
- D. Raise overall safety awareness.
- E. Reduce the frequency and severity of employee accidents and injuries by increasing job safety awareness.

An employee's **manager** or **supervisor will** have the latitude to determine if an employee is eligible to receive a Safety Award. If eligible, the employee shall receive a gift card certificate recognizing their safety performance and awareness. Examples of actions that **may** earn an employee a Safety Award include, but are not limited to, the following:

- A. Employee involvement in safety programs or activities that are not considered to be a part of the employee's normal job duties, e.g., forming a safety team or joining a safety committee within their **section**.
- B. Taking direct action to prevent injury or harm to a fellow employee, e.g., stopping a fellow employee from performing an unsafe act, explaining why the act is unsafe and demonstrating how to safely perform the task.
- C. Improve a current program or work process for the sake of safety, e.g., finding less hazardous chemical alternatives to use in the workplace; developing new work procedures that eliminate or reduce exposure to hazardous work processes; or, finding new tools or machinery that improve the safety to the user.

~~The Employee Relations Section/HR Solutions Department shall request fiscal year funding for this program; however, continuance of this program will depend upon budgetary approval.~~

PROCESS:

~~A. Awards will be purchased contingent upon funding and budgetary approval each fiscal year.~~

~~1. The types of awards may vary throughout the year.~~

~~2. The value of any award shall not exceed \$50.00.~~

B. The manager or supervisor shall ~~names of employees shall be~~ reported to the HR Solutions Bureau Department by e-mail the names of employees who are recognized at "Employee Recognition Matters" and shall include a brief description of the act of safety performed. The HR Solutions Bureau Department shall post the Safety Award recipients on the Employee Recognition I-web portal regularly.

C. The awarding manager/supervisor shall print the certificate and present it to the employee. ~~present awards on a quarterly basis.~~

SUNSET: N/A