

Award Program Design – Worksheet SAMPLE

Department/Division	Department of Transportation
Objective/Purpose	To improve workplace safety To reduce workplace accidents and injury
Theme (Program Name)	Workplace Safety (Safety First!)
Frequency	Quarterly
Award Type	Verbal recognition/praise at quarterly breakfast meetings hosted by the department.
Budget/Resources	\$1000 budget to cover costs of breakfast meetings (venue, refreshments), approx. 40 participants Healthy Workplace Committee Members – administration of program – time commitment – promotional materials, program design, point tracking system, coordination of meetings.
Selection Criteria	Employees need to participate in safety activities, participate on safety committees, recognize safety issues, resolve safety issues, make recommendations for improvement, exemplify safe behaviour. Employees receive points for participation in safety activities. For example, attending a safety meeting – 1 point, presenting at a safety meeting – 2 pts, attending safety related training – 2pts, participating on a safety committee – 3 pts, making a recommendation that improves the safety of staff – 4pts, etc... Individuals or teams receive recognition when they have reached a certain number of points. Or, those with the most points each quarter are recognized.
Eligibility	Civil servants, direct employees of government, bargaining unit employees. See corporate recognition policy.
Nomination Process	Teams/Individuals must notify the HWP committee via e-mail of their own participation in events, activities, committees. Any employee can notify the HWP committee regarding a colleague they have witnessed exemplifying safe behaviour or if employees have made recommendations/improvements that improve safety and/or prevent injury. The HWP committee will track points based on e-mails received.
Administration	The program will be administered by the department's Healthy Workplace Committee
Selection Process	The Healthy Workplace Committee will track points per individual/team. Tracking sheets will be posted on the department intranet site on a quarterly basis.
Presentation/Celebration	Breakfast meetings will be held each quarter to announce safety award recipients, to discuss progress in safety initiatives and areas for improvement. The breakfast meetings will be open to all staff. Refreshments will be provided. The DM or alternate director will be in attendance to announce safety award recipients.
Communication methods	Quarterly meetings held to acknowledge participants and discuss their achievement/contribution Department newsletter Recipients posted on department intranet site Annual report identifying recipients will be forwarded to DM Note in employee's personnel file
Results	Incidents of injury reduced by 25% Awareness of occupational health and safety standards improved Participation in safety training increased by 30%