

## Award Program Design – Worksheet

<b>Department/Division</b>	
<b>Purpose/Objective</b>	
<b>Expected Outcome</b>	
<b>Theme/Program Name</b>	
<b>Frequency</b>	
<b>Award Type</b>	
<b>Budget/Resources</b>	
<b>Selection Criteria</b>	
<b>Eligibility</b>	
<b>Nomination Process</b>	
<b>Administration</b>	
<b>Selection Process</b>	
<b>Presentation/Celebration</b>	
<b>Communication methods</b>	
<b>Results</b>	

## Award Program Design – Worksheet SAMPLE

<b>Department/Division</b>	Department of Transportation
<b>Objective/Purpose</b>	To improve workplace safety To reduce workplace accidents and injury
<b>Theme (Program Name)</b>	Workplace Safety (Safety First!)
<b>Frequency</b>	Quarterly
<b>Award Type</b>	Verbal recognition/praise at quarterly breakfast meetings hosted by the department.
<b>Budget/Resources</b>	\$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.
<b>Selection Criteria</b>	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.
<b>Eligibility</b>	Civil servants, direct employees of government, bargaining unit employees. See corporate recognition policy.
<b>Nomination Process</b>	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.
<b>Administration</b>	The program will be administered by the department's Healthy Workplace Committee
<b>Selection Process</b>	The Healthy Workplace Committee will track points per individual/team. Tracking sheets will be posted on the department intranet site on a quarterly basis.
<b>Presentation/Celebration</b>	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.
<b>Communication methods</b>	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
<b>Results</b>	Incidents of injury reduced by 25% Awareness of occupational health and safety standards improved Participation in safety training increased by 30%