

2017 Safety & Risk Management Awards Program

Overview

Instructions and selection criteria

Creating and maintaining a safe working environment is everybody's business and benefits everyone — employees, visitors, and the general public. Safety and risk management programs can help avert injuries and illnesses, prevent property damage from occurring, and ensure that fewer work hours or work days are missed. Accidents can and should be prevented by establishing and following safe work practices.

In order to recognize employees for working safely, promoting safety, and encouraging safe work practices at all levels of employment at State of Maryland agencies, the SERMA Steering Committee has created this Safety & Risk Management Awards Program.

Who is eligible to be nominated for a safety award?

All full-time and part-time employees, including staff, administrative professionals, and others. For individual awards, the nominee can be an employee, a supervisor, an agency head, or a manager. For group awards, the group can be a group or team that meets regularly for a specific purpose (such as a safety group), or a team that was formed cross-functionally for a certain period of time to focus on developing solutions to a specific issue or problem. An entire facility can also be nominated for a group award.

What is the role of the nominator?

Nominators will be required to:

- Outline the workplace safety or risk management issue and the solution implemented to improve the level of health and safety.
- Outline how the solution was developed in consultation with others at the agency and, if applicable, with outside organizations or consultants.
- Describe the effectiveness of the solution in improving health and safety for the operation(s) of the agency, as well as broader application if applicable. Be sure to include any quantifiable results from the solution or efforts.
- Provide supporting documentation and quantifiable results for each award nomination submitted, where required.
- Describe why this individual or group/team/facility deserves this award. Include examples and specifics.
 Convince the judges!

Judging

Judging for SERMA Safety & Risk Management awards will be conducted by a group of SERMA risk management peer professionals on the SERMA Conference Planning Committee. Those individuals and teams selected for awards by the committee will be notified, along with their supervisors, in advance of the award. All awards will be presented at the annual SERMA Conference in May.

What is the award period?

For eligibility purposes, the work must have been initiated and completed in the prior calendar year. For example, 2017 awards will be given for work performed between January 1, 2016 and December 31, 2016.

Submitting nominations:

All nominations must be received by the deadline indicated. The deadline for submitting 2017 awards is <u>Wednesday</u>, April 26, 2017. Please send to: Kristin Klein, SERMA Awards Selection Committee, 8722 Loch Raven Blvd., Towson, MD 21286 or email to <u>kklein@iwif.com</u>.

Award Categories

Individual Awards

- **1.** The Linda Brooks Memorial Award This is a lifetime achievement award and our highest award for individual achievement. This award is given to an individual who has consistently demonstrated outstanding performance and commitment to risk management and occupational safety within Maryland state government over the course of his or her career.
 - This award may recognize the individual for being a strong advocate for environmental health, safety, and/or emergency management.
 - This award may recognize the individual for broad implementation of safety throughout the agency or facility.
 - This award may recognize initiatives to improve, inspire, and maintain best practices in health and safety throughout the agency or facility.
 - This award may recognize exemplary safety and risk management leadership.
- **2. The Governor's Award for Individual Achievement** Examples that would qualify for this award are heroic acts, volunteerism above and beyond the requirements of the job function or outstanding ideas for health and safety improvement.
 - This award may recognize the individual for demonstrating significant improvement over previous conditions
 - This award may recognize the individual for special effort given to a specific aspect of safety in the workplace.
 - This award may recognize the individual for increasing employee safety awareness.
 - This award may recognize the individual for having a direct influence on the safe completion of a job or project.
 - This award may recognize the individual for directly contributing to safety in the work area and/or for directly serving an agency or facility safety goal.
 - This award may recognize the individual for enhancing the safety of others.
 - This award may recognize the individual for preventing an accident or injury.
 - The individual may have actively raised safety issues, concerns, or ideas for improvement, developed
 implementable solutions to improve safety, and followed through on the safety issue(s) until resolved.

3. The Unsung Hero Award – This award is presented to an individual who has made a substantive yet unrecognized contribution to the health and/or safety of his/her agency or facility. This award recognizes an individual who has done a great deed or service on behalf of his or her organization OR has provided reliable, dependable service to his or her organization on a consistent basis. This individual seeks to recognize the individual for his or her commendable efforts.

Group Awards

- **1. Health & Safety Award of Excellence** This award recognizes groups, teams or facilities whose ongoing efforts have resulted in positive changes in safety behaviors and/or culture within the organization. Groups, teams or facilities can be of any size or number.
 - This award recognizes the group, team, or facility which has increased employee safety awareness.
 - This award recognizes the group, team or facility which has directly influenced the safe completion of a
 job or project.
 - This award recognizes the group, team or facility which has increased employee knowledge of safety.
 - This award recognizes the group, team or facility which has contributed to safety in the work area.
 - This award recognizes the group, team or facility which has positively enhanced the safety of others.
 - This award recognizes the group, team or facility for preventing an accident or injury.
 - This award recognizes the group, team or facility for providing a solution for a workplace hazard.
 - This award recognizes the group, team or facility for its contribution(s) to improving health and safety overall within the agency.
- 2. Best Practice Award This award recognizes a group, team or facility for development of a new Standard Operating Procedure (SOP) or policy which has substantially improved the safety and/or health of the organization's employees or demonstrated a real financial cost savings for the organization. The new policy or procedure must have made a positive impact on the organization's workers' compensation or health insurance costs. Quantifiable results are strongly recommended but not absolutely required for this award because results may not yet be available. However, proof that the new policy or procedure has been implemented must be shown.