



CITY POLICY & PROCEDURE

SECTION: HUMAN RESOURCES

NO: HR-HS-06

REFERENCE: HEALTH AND SAFETY

Date: January 20, 2017

**Review Date:
January, 2019**

TITLE: SAFETY RECOGNITION PROGRAM

1.0 POLICY

- 1.1 The City of Dryden is committed to providing a healthy and safe workplace for all employees.
- 1.2 The purpose of a Safety Recognition Program is to foster a culture that values safety by recognizing safety achievements both on an individual basis as well as at the department or corporate level.
- 1.3 This program is intended to motivate employees to take an active role in improving health and safety for themselves and their coworkers. This program will also recognize individuals who demonstrate exceptional dedication and leadership to improve health and safety in the workplace.
- 1.4 This is an evolving program and will continually be monitored and assessed by the Health & Safety Coordinator and members of the Leadership Team.

2.0 RESPONSIBILITY

- 2.1 Council shall encourage and support a safety recognition program to demonstrate their commitment to health and safety. Members of Council may be asked to participate in recognition activities as requested by the Chief Administrative Officer (CAO) and/or Health & Safety Coordinator.

- 2.2 The Chief Administrative Officer (CAO) is responsible to ensure the safety recognition program is being administered effectively across the organization. On an ongoing basis, the CAO has the responsibility to provide, through verbal acknowledgement, positive feedback and recognition to employees demonstrating safe behaviours. The CAO may be asked to participate in recognition activities as requested by the Health & Safety Coordinator. The CAO will also be involved in the periodic evaluation of the program.
- 2.3 The Manager or Supervisor is responsible for identifying and recognizing employees, crews or teams that make exceptional efforts to improve workplace safety and demonstrate safety leadership. Supervisors should observe and publically recognize exceptionally safe work habits. All recognition should be carried out in a timely manner in collaboration with the Health & Safety Coordinator and the type of recognition will vary depending on the achievement. Managers and Supervisors will provide feedback to the Health & Safety Coordinator regarding the program.
- 2.4 The Health & Safety Coordinator will ensure the recognition program is being administered effectively corporate wide and that the program is evaluated periodically. The Coordinator will provide guidance and assistance to Managers and Supervisors in the delivery of recognition to employees. The Coordinator will be responsible for the tracking of statistics for safety recognition by both employee and by department and for creating certificates or letters of recognition. In addition, the Coordinator will source out and purchase any safety recognition awards/gifts and coordinate any recognition events or celebrations.
- 2.5 The Payroll and Benefits department will provide on-going statistical information and hours worked to the Health & Safety Coordinator for the tracking and calculating of safety achievements.
- 2.6 The Joint Health & Safety Committee (JHSC) will support and provide feedback on the Safety Recognition Program and identify any individuals or groups that they believe should be recognized for their efforts or achievements in safety.
- 2.7 Employees at all levels are encouraged to identify and recognize their peers for all types of safety achievements. Employees should identify to their supervisor any individuals or groups that they believe should be recognized for their efforts or achievements in safety. Employees are also encouraged to provide suggestions and feedback on the Safety Recognition Program.

3.0 PROGRAM COMPONENTS

3.1 Multiple Recognition Opportunities - this program consists of multiple recognition opportunities:

- (a) Immediate informal recognition for safe behaviours and initiatives. Recognition can be given or received by all levels of the organization including Council, Management, JHSC or Employees. Recognition is usually verbal in nature and recognizes an individual for actions that, while expected as part of normal job responsibilities, demonstrate a commitment to safety. Examples of these are as follows but not limited to:
 - (i) Takes initiative to clean up spills or remove tripping hazard;
 - (ii) Consistently wears appropriate Personal Protective Equipment (PPE);
 - (iii) Reports safety concerns or possible hazards to their supervisor;
 - (iv) Provides suggestions to control or eliminate hazards;
 - (v) Displays extraordinary diligence when conducting workplace or safety inspections;
 - (vi) Recognizes a non-routine job and prepares a pre-task work plan;
 - (vii) Addresses unsafe behaviors of others and suggests a safer solution or method;
 - (viii) Consistently participates with enthusiasm in safety activities, meetings, inspections, procedure development, etc.
- (b) Formal individual recognition given to employees for individual safety achievements and recognized in front of peers and coworkers. In addition, recognition may also be given through email distribution or safety newsletters. Examples for recognition are as follows but not limited to:
 - (i) Completion of a health & safety course/training program;
 - (ii) Years injury free (or lost time injury free);
 - (iii) Design or fabrication of a tool or development of a safe work practice that reduces or eliminates a safety hazard;
 - (iv) Suggestion that led to a significant change that prevented a potential injury;
 - (v) Years of service on a Joint Health & Safety Committee.

This policy is subject to any specific provisions of the Municipal Act, other relevant legislation or Union agreement.

- (c) Formal group recognition given to a team, work group, department, committee or organization for group safety achievements and recognized in front of peers and coworkers. In addition, recognition may also be given through email distribution or safety newsletters. Examples for recognition are as follows but not limited to:
- (i) Years injury free (or lost time injury free) or injury free for a specified time such as 1 year or for the previous calendar year;
 - (ii) 100% compliance on workplaces inspections, safety meetings, etc for the calendar year;
 - (iii) Design or fabrication of a tool or development of a safe work practice that reduces or eliminates a safety hazard;
 - (iv) Suggestion that led to a significant change that prevented a potential injury;
 - (v) Meeting department specific safety targets such as zero vehicle incidents or daily/weekly tailgate meetings;
 - (vi) Meeting organizational safety targets such as recordable or lost time injury rates, compliance goals or training completion.

3.2 Types of Awards or Recognition:

The award or token of appreciation given as recognition will vary based on the type of recognition (immediate or formal, individual or group). Examples of recognition awards are as follows but not limited to:

- (a) Recognition certificates and letters;
- (b) Safety related gear or items;
- (c) Dinner/lunch or cake celebrations;
- (d) Health & wellness items;
- (e) Gift certificates or coupons.

History			
Approval Date:	January 20, 2017	Approved by:	By-law
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