

STAFF SAFETY AWARD NOMINATION FORM



(Please See Attachment for Nomination Guideline)

Deadline for submittal is Friday, February 29, 2008

Nominee Information:

Name: _____

Department: _____

Office Phone: _____

Job Classification: _____

Working Title: _____

What contributions has this staff member made to safety on the job?

A description of nominee’s achievements is required to qualify for the award. Please limit description to 150 words. (Attach additional sheets is necessary.)

- Describe specific examples of each nominee’s contribution(s) to health and safety on campus beyond routine job duties.
- Include statistics that may support the nominee’s contribution(s) to health and safety on campus.
- Give examples of safety related materials or items the nominee developed which resulted in the improvement of employee health and safety on campus.

Description of nominee’s contribution:

Have actions resulted in saving a life? Yes No

Nominator Information:

Name: _____

Department: _____

Office Phone: _____

Return this form to:
Environmental Health and Safety—Zip 019
or email to: kkinch@csuchico.edu

STAFF SAFETY AWARD GUIDELINES



1. Each nominee must have been a staff member during part of the previous school year. Nominations shall be for individuals only, not employee groups.
2. All nominations will be reviewed to ensure that the criteria are met and each nominee qualifies for recognition. Recognition should not be based on standard job performance.
3. Each nominee must have made an outstanding contribution to safety on the job during the previous school year. Such a contribution can be for a single act of safety or for a continuous contribution to a safe working environment and must be related to making the work place safer.
4. A staff member is not eligible for the safety award if he/she has a clear and specific primary responsibility for the department safety program as part of his/her normal job requirements.
5. A staff member is not eligible to receive a safety award two years in a row. A staff member cannot receive a safety award more than once based on the same acts of safety.

For more information, please contact the
Department of Environmental Health and Safety at ext. 5126.
Nominations must be submitted by February 29, 2008.
Return the nomination form to the Department of EHS at Zip 019.