



*Department of Environmental Health and Safety*  
**2019 Staff Safety Award Nomination**

**Purpose:** The purpose of the Staff Safety Award is honor a CSU, Chico Staff employee whose outstanding contribution to safety, safe working practices, and safety on the job, by utilizing an established program that may encourage employees to take an active role to improve safety for themselves and their co-workers.

**Award:** An award \$1000 will be given each spring to a Staff employee. The award will be presented during the annual spring Staff Awards Luncheon. This award is sponsored by the CSU, Chico Administration and the University Board of Governors of the University Foundation.

**Who Can Be Nominated:** A nominee **MUST** be currently employed on a half-time or greater basis as a **staff\*** member of CSU, Chico, Associated Students, University Foundation or Chico State Enterprises for the calendar year of 2019.

The following are **NOT ELIGIBLE** for the Staff Safety Award:

- 1)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.
- 2)An MPP or faculty member.
- 3)A current Staff member of EHS and the Campus Health and Safety Committee.
- 4)A recipient who has received a safety award within 2-years.
- 5)A recipient cannot receive a safety award based on the same acts of safety.

The recipient of the Safety Award cannot also be the recipient of the Customer Service Award or the Wildcat Spirit Award or the Staff Employee of the Year Award in the same award year.

**The nomination packet must include:**

- a. Completed nomination form (included in this document complete page 2 & 3)
- b. **OPTIONAL** letter of recommendation

**It is the nominator's responsibility to follow instructions precisely.**

- 1) Nomination Packets Due by: **5 p.m. on Friday, March 6, 2020.**
- 2) Nomination packet must be complete and must be sent via email to [stac@csuchico.edu](mailto:stac@csuchico.edu)
- 3) Subject line in the email "RE: Safety Award, Employee Name."

*Please note...*

Nomination packets must be submitted digitally. Hardcopy/paper nomination packets will not be accepted for review.

Letters of recommendation received without the completed nomination packet will not be accepted for review.

**Campus Health and Safety Committee:**

Members of the Campus Health and Safety Committee will review the nominations according to criteria listed on the nomination form.

- Receives and evaluates reward nomination and submissions.
- Selects eligible recipient to receive Staff Safety Award.

\*"Definition of "Staff" employee is defined by Title 5, 42700, page 540 (o). "Nonacademic employees" means an employee who provides non-instructional and non-administrative supporting services such as secretarial, clerical, and maintenance services. A nonacademic employee may have lead responsibility, but normally does not have responsibility for major decisions. Higher academic degrees are not an essential qualification for service as a nonacademic employee.

**2019 SAFETY AWARD  
NOMINATION FORM**

**California State University, Chico**

Nominee

Department

Job Title

Years of University Service

Nominations will be accepted from any employee of the University and each should be signed by only one person.

Nominees for this award will be announced to campus following the closing of the nomination period.

Refer to page 1 for details on submitting a complete nomination packet.

***Forms and letters will not be returned to nominators; please make copies if necessary.***

Nominator Name

*Nominator Signature*

Department

Date

# 2019 STAFF SAFETY AWARD NOMINATION FORM



*(Please See Attachment for Nomination Guideline)*

**Nominee Information:**

**Name(s):**

**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:**