

QUINCY AREA SAFETY COUNCIL SAFE EMPLOYER AWARD NOMINATION APPLICATION

DEMOGRAPHICS

1. Please provide the following information:

REPRESENTATIVE NAME: _____

COMPANY NAME: _____

ADDRESS: _____

CITY/TOWN: _____

STATE: _____

ZIP CODE: _____

E-MAIL ADDRESS: _____

PHONE NUMBER: _____

NUMBER OF SAFETY PROFESSIONALS ON STAFF: 1 2-5 Greater than 5

ORGANIZATION EMPLOYMENT LEVEL

2. Please indicate the size of the employer

- 1-100 Employees
- 101-250 Employees
- Greater than 250 Employees

EFFECTIVE COMMUNICATION

3. Please check all that apply below related to effective and regular communication regarding safety.

- Bulletin Boards (Safety information posted and current)
- President/CEO Messages (Top-down approach communicated with regard to safety)
- Safety Newsletter (Published on a regular schedule)
- Safety Reporting (Open sharing with employees about safety costs, accidents, safety records, lost work days, etc.)
- Intranet Safety Site for Employees
- Safety Information Included in Employee Handbook
- Communications with Employees Regarding New Safety Processes
- Employee Orientation Includes Safety Focus and Training
- Safety Recognition Letters and Employee Awards
- Problem Resolution Process for Safety Concerns

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Computer Kiosk for On-Site Safety Updates and Information

Safety Hot Line and Emergency Contact Numbers Published for Employee Use

Job Descriptions Include Safety

4. Comment on how your organization achieves effective safety communication and how you measure your success.

5. Please check all that apply below related to employee input and feedback regarding safety.

Employee Safety Satisfaction Survey (Conducted within last two years)

Employee Safety Suggestion Program (Suggestions are actively received, reviewed, and implemented)

Employee Self-Assessment for Safety (Conducted annually or as part of the performance evaluation process)

360 Degree Feedback System (Safety utilized as an evaluation criterion)

Access to Leadership Team Members for Safety Issues

Open Door Policy for Safety Issues

Employee Involvement in Safety Change Process

Self-Directed Work Teams

Employee Involvement in Safety and Quality Programs

Employee/Management Adhoc Committees

Team Approach to the Safety Evaluation Process

Other (Please specify)

6. Comment on how your organization fosters employee input and feedback relevant to safety.

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EMPLOYEE DEVELOPMENT

7. Please check all that apply related to employee education, development, and advancement in the area of safety,

- On-line Computer Based Safety Training Available
 - Employee Involvement in Establishing Safety Goals
 - Annual Safety Evaluation or Work Review
 - Public, On-Site, and/or Professional Safety Seminars and Training Opportunities Sponsored and Paid for by the Company
 - Professional Safety Association Memberships Paid for by the Company
 - Professional Safety Certification and Licensing Sponsored and Paid for by the Company
 - Other (Please specify)
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8. Comment on how your organization encourages employee development in the area of safety.

SAFETY FOR LIFE

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9. Please check all that apply related to the promotion of safety and health both on and off the job.

- Organization Promotes and Accommodates Employees' Involvement in Community Safety Efforts
- Company Newsletter Includes Home Safety Tips
- Family-Focused Company Events Include Safety
- Fitness/Wellness Center On-Site or Subsidized by the Company
- Company Subsidizes or Sponsors Activity Programs, Such as Charity Walks
- Smoking Cessation Programs Offered or Subsidized by the Company
- Company Sponsors Health Screenings or Wellness Fairs
- Company Sponsors Health-Focused Programs (Such as educational lunch-and-learns, Biggest Loser programs, etc.)
- Other (Please specify)

10. Comment on how your organization promotes safety both on and off the job.

SAFETY CULTURE

11. Please check all that apply regarding methods the organization utilizes to ensure a positive, professional safety culture.

- Safety Mission and Vision Statement Implemented and Well-Communicated
- Equitable and Consistent Application of Safety Policies
- Written and Communicated Problem Resolution Process for Safety Issues
- Employee Assistance Program Subsidized by the Company
- Safety Function (Has dedicated and knowledgeable safety personnel,

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either as an individual department or part of another department, of a size that aligns with total employment size)

- Executive Leadership Is Open to Employee Thoughts and Input Regarding Safety
 - Leadership and Executive Team Visible to Non-Leadership Employees
 - Supervisory Training in Safety Areas
 - Harassment Prevention Policy Published and Distributed Annually
 - Anti-Harassment/Diversity Training Provided to Managers and Employees
 - Workplace Violence Policy Published and Distributed Annually
 - Workplace Violence Training Provided to Managers and Employees
 - Other (Please specify)
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12. Comment on how your organization promotes a positive safety culture.

SAFETY BEST PRACTICE PROJECT

13. Provide an executive summary of a best practice or project related to safety.

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14. Provide a detailed description of the best practice or project.

15. Note the business problem or opportunity the safety practice or project addresses.

16. Indicate the proof of success with the project by including quantitative or qualitative measures to show how the practice or project addressed one or more of the following areas:

- * Solved a business problem or maximized an opportunity; and/or**
- * Improved the organization's financial performance or reduced the organization's exposure to risk; and/or**
- * Enhanced internal or external customer satisfaction or improved employee productivity or morale.**
