

Governor's Employee Safety Awards (GESA) Guidelines

Introduction The Governor's Employee Safety Awards (GESA) program was established in 1980, by the Department of General Services (DGS), Office of Risk and Insurance Management (ORIM) to highlight and promote health and safety in the workplace. This distinguished award is signed by the Governor and is presented to State employees and departments in recognition for outstanding contributions to the prevention of illness and injury during the preceding calendar year.

Who's Eligible State employees and departments.

Award Categories Awards are categorized by Group, Individual, and Departmental. A single "Excellence in Occupational Safety" award will be presented to an individual who makes an outstanding contribution to health and safety resulting in the prevention of workplace injury or illness **and** whose primary responsibility is health and safety.

Group

Description	Criteria	Documentation Required
<p>Group awards are presented to two or more state employees who did one of the following:</p> <ul style="list-style-type: none"> • Acted as an inter- or intra-agency team or task force providing a significant contribution to health and safety resulting in the prevention of workplace injuries, accidents, or illnesses. • Drove, as a *cohesive work unit, ** 500,000 cumulative miles without a vehicle accident. • Worked, as a *cohesive work unit, **500,000 cumulative hours with one or fewer lost-time injuries. <p>*cohesive work unit= a work unit whose members work together to complete and attain a goal.</p> <p>**500,000 cumulative hours or miles driven over a period of time reaching the 500,000 hours or miles mark within the previous year to qualify for nomination.</p>	<p>The nominees:</p> <ul style="list-style-type: none"> • Were NOT primarily (and/or) directly responsible for safety or health programs. • Made a remarkable and extensive contribution to the health and safety of other state employees. (They must be able to demonstrate the significance of this contribution through documentation). • Performed the action, apart from their job duties, and during their daily scheduled hours. • Completed the action or project in the previous calendar year. • Have not received any other GESA award for this action. 	<ul style="list-style-type: none"> • Summary of the actions or project. • A copy of each employee's specific duty statement (not State Personnel Board job specification). • Submissions require a written project definition, scope and justification of how the project provided a remarkable and extensive contribution. • Documented project *results, such as: <ul style="list-style-type: none"> ✓ Statistics ✓ Reports ✓ Samples ✓ Pictures <p>*If such documentation is not available and/or applicable, the nominator must provide a written explanation.</p>

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Individual

Description	Criteria	Documentation Required
<p>Individual awards are presented to an employee who makes a significant contribution to health and safety.</p>	<p>The nominee:</p> <ul style="list-style-type: none"> • Was NOT primarily (and/or) directly responsible for health and safety programs. • Made a remarkable and extensive contribution to the health and safety of other state employees. (They must be able to demonstrate the significance of this contribution through documentation). • Performed the action, apart from their job duties, and during their daily scheduled hours. • Completed the action or project in the previous calendar year. • Has not received any other GESA award for this action. 	<ul style="list-style-type: none"> • Summary of the actions or project. • A copy of the employee's specific duty statement (not State Personnel Board job specification). • Submissions require a written project definition, scope and justification of how the project provided a remarkable and extensive contribution. • Documented project *results, such as: <ul style="list-style-type: none"> ✓ Statistics ✓ Reports ✓ Samples ✓ Pictures <p>*If such documentation is not available and/or applicable, the nominator must provide a written explanation.</p>

Departmental

Description	Criteria	Documentation Required
<p>Departmental awards (plaques) are presented to departments for:</p> <ul style="list-style-type: none"> • Reducing work related injuries • Reducing vehicle accident rates 	<ul style="list-style-type: none"> • Workers' compensation awards are based on a five year trend for reducing workers' compensation claims. • Reducing vehicle accident rates awards are based on a five year trend for reducing vehicle accident claims. 	<ul style="list-style-type: none"> • The workers' compensation awards are based on information provided by the Department of Personnel Administration. If an agency does not have its workers' compensation claims adjusted by SCIF under the Master Agreement, five years of payroll and claims information must be submitted to ORIM. • The vehicle accident rates awards are based on the "Request for State Miles Driven" report submitted by departments to ORIM.

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Excellence in Occupational Safety

Description	Criteria	Documentation Required
<p>An Excellence in Occupational Safety awards is presented to an occupational safety employee/group who makes an outstanding contribution to health and safety resulting in the prevention of workplace injuries, accidents or illnesses.</p>	<p>The employee was directly responsible for health and safety programs.</p> <ul style="list-style-type: none"> • Performed the action, not apart from their job duties, and during their daily scheduled hours. • The action or project was completed in the previous calendar year. • Has not received any other GESA award for this action. 	<ul style="list-style-type: none"> • Summary of the actions or project. • A copy of the employee's specific duty statement (not State Personnel Board job specification). • Submissions require a written project definition, scope and justification of how the project provided a remarkable and extensive contribution. • Documented project results, such as: <ul style="list-style-type: none"> ✓ Statistics ✓ Reports ✓ Samples ✓ Pictures <p>*If such documentation is not available and/or applicable, the nominator must provide a written explanation.</p>

Action Required to Nominate

- Complete the attached nomination form and submit it to your department's health and safety coordinator or designee.
- Health and Safety Coordinator or designee must:**
- Ensure the nomination meets the criteria and documentation requirements. (Incomplete nominations may be subject to disqualification).
 - Request the department/agency head or designee sign the nomination.
 - Submit nominations to the Department of General Services, ORIM, Health and Safety Unit, 707 Third Street, 1st Floor, West Sacramento, CA 95605 or via email at StatewideHealthandSafety@dgs.ca.gov * Please reference "GESA SUBMISSION" in the subject line.

Due to ORIM by September 1, 2015

Questions

If you have questions, please contact:
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