

SUPERVISOR INSTRUCTIONS

The CHWCA *Cash for Culture* Safety Award Program was designed to help promote a positive safety culture within your agency. Employees who take an active role in your safety program can receive cash awards from CHWCA. To help make this program a success we recommend taking the following steps:

- **Read the Program Overview** to learn all the details about the program.
- **Meet with employees** and review the instructions on the application form. Emphasize that managers must approve all submissions. Be sure to include the following during your discussion:
 - ✓ Focus on how their ideas and solutions can make a difference at your agency. Review these suggestions and identify other examples specific to your agency or department:
 - Recognize hazards and develop solutions to improve the workplace
 - Develop solutions to prevent close calls or accidents from happening again
 - Submit ideas to improve safety programs that get implemented
 - ✓ Emphasize that all ideas need to include suggested solutions and results if known.
 - ✓ Highlight the cash awards - **\$100, \$250, and \$500!**
 - ✓ Encourage employees to submit ideas throughout the year and remind them of the October 2 deadline. Employees can submit multiple ideas, but are only eligible for one monetary award.
- **Post the *Cash for Culture* posters** on employee bulletin boards and have the application forms readily available. All forms are available on the CHWCA Home page at www.chwca.org
- **Encourage employees throughout the year.** CHWCA will send reminders throughout the year to help keep the program fresh.

Actual Example

Hazard - Vehicle accidents occurred when maintenance drivers backed into parked vehicles and other stationary objects. Driver awareness training was not reducing incidents.

Solution – Written procedures were implemented that required drivers to place two cones around the service vehicle when parked. When picking up the cones drivers became aware of parked vehicles and stationary objects. The program also included training and reminder stickers for the vehicles. The manager conducted random checks to make sure procedures were followed.

Result - Backing incidents were significantly reduced.

In November, the CHWCA Risk Management Committee will determine which submissions will be rewarded and the award amount. Certificates and checks will be issued in early December. Upon request, the CHWCA Risk Control staff can present the awards in person.

Our goal is to help facilitate great ideas and positive culture changes for your agency. For any questions feel free to contact Dave Beal, CHWCA Risk Control Manager at: 916.666.5322 or dave.beal@sedgwick.com.

