

April 29, 2016

All Agency Heads  
All Board and Commission Heads  
All Department Directors  
All Executive Officers

### **36th Annual Governor's Employee Safety Awards**

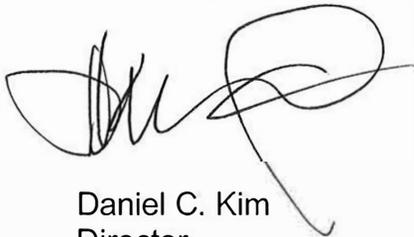
I am pleased to announce the Department of General Services is accepting nominations for the 36<sup>th</sup> Annual Governor's Employee Safety Awards.

The award program was established to promote health and safety in the workplace. The program also recognizes the outstanding contributions of state employees who improve health and safety, and departments that have reduced the number of occupational injuries and vehicular accidents.

Attached are the nomination guidelines, nomination forms, and a list of nominations allocated to each agency, determined by agency size. All information is available for download at the Office of Risk and Insurance Management homepage <http://www.dgs.ca.gov/orim>. Nominations must be submitted no later than September 1, 2016. Please coordinate nominations with your departmental health & safety coordinator.

If you have any questions please have your staff contact Tavelle Matteucci, Statewide Health and Safety Program Coordinator, at (916) 376-5309 or [Tavelle.Matteucci@dgs.ca.gov](mailto:Tavelle.Matteucci@dgs.ca.gov).

Sincerely,



Daniel C. Kim  
Director

cc: Departmental Health & Safety Coordinators