

# Governor's Employee's Safety Awards (GESA) Guidelines

## Introduction

The Governor's Employee Safety Awards (GESA) was established in 1980 to highlight and encourage safety on the job by recognizing individuals and groups who have provided outstanding safety and health service to the State. Awards are presented to individuals or group who have responded to hazardous or life threatening events, as well as those who have developed safety programs that are not part of their normal duties during the preceding year. The awards ceremony is held in Sacramento, and is presided by the Governor or a representative from the Governor's Office.

## Who's Eligible

State employees and State 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 safety or health resulting in the prevention of workplace injury or illness **and** whose primary responsibility is safety or health.

## Group

| Description   | Criteria  | Documentation Required  |
|---|---|---|
| <p>Two or more state employees who do one of the following:</p> <ul style="list-style-type: none"> <li>Acting as an inter- or intra-agency team or task force providing a significant contribution to safety or health resulting in the prevention of workplace injuries, accidents, or illnesses.</li> <li>Who, as a *cohesive work unit, drove** 500,000 cumulative miles without a vehicle accident.</li> <li>Who, as a *cohesive work unit, worked **500,000 cumulative hours with one or fewer lost-time injuries.</li> </ul> <p>*cohesive work unit= a work unit whose members work together to complete and attain a goal.</p> <p>**500,000 cumulative hours = miles driven over a period of time reaching the 500,000 mile mark within the previous year to qualify for nomination.</p> | <ul style="list-style-type: none"> <li><b>The nominees are NOT primarily (and/or) directly responsible for safety or health programs.</b></li> <li>The nominees made a remarkable and extensive contribution to the safety of other state employees. They must be able to demonstrate the significance of this contribution through documentation.</li> <li>The nominees performed the action, not apart of their job duties and during their daily scheduled hours.</li> <li>The nominees completed the action or project in the previous calendar year.</li> <li>The nominees have received no other GESA award for this action.</li> </ul> | <ul style="list-style-type: none"> <li>Summary of the actions or project.</li> <li>A copy of each employee's specific duty statement (<b>not State Personnel Board job specification</b>).</li> <li>Project submissions require a written project definition and scope.</li> <li>Documented project results, such as: <ul style="list-style-type: none"> <li>✓ Statistics</li> <li>✓ Reports</li> <li>✓ Samples</li> <li>✓ Pictures</li> </ul> </li> </ul> <p>If approved:</p> <ul style="list-style-type: none"> <li><b>Electronic copy of summary must be provided as a Word document.</b></li> </ul> |

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## Individual

| Description   | Criteria   | Documentation Required   |
|---|--|--|
| <p>Individual awards are presented to an employee who makes a significant contribution to safety or health.</p> | <ul style="list-style-type: none"> <li>• <b>The nominee is NOT primarily (and/or) directly responsible for safety or health programs.</b></li> <li>• The nominee made a remarkable and extensive contribution to the safety of other state employees. They must be able to demonstrate the significance of this contribution through documentation.</li> <li>• The nominee performed the action outside their regular job duties and during the scope of employment.</li> <li>• The nominee completed the action or project in the previous calendar year.</li> <li>• The nominee has received no other GESA award for this action.</li> </ul> | <ul style="list-style-type: none"> <li>• Summary of the actions or project.</li> <li>• A copy of the employee's specific duty statement (<b>not State Personnel Board job specification</b>).</li> <li>• Written project definition and scope.</li> <li>• Documented project results, such as:               <ul style="list-style-type: none"> <li>✓ Statistics</li> <li>✓ Reports</li> <li>✓ Samples</li> <li>✓ Pictures</li> </ul> </li> </ul> <p>If approved:</p> <ul style="list-style-type: none"> <li>• <b>Electronic copy of summary must be provided as a Word document.</b></li> </ul> |

## Departmental

| Description  | Criteria  | Documentation Required   |
|--|---|--|
| <p>Plaques are presented to departments for:</p> <ul style="list-style-type: none"> <li>• Reducing work related injuries</li> <li>• Reducing vehicle accident rates</li> </ul> | <ul style="list-style-type: none"> <li>• Workers' compensation awards are based on a five year trend for reducing workers' compensation claims.</li> <li>• Reducing Vehicle Accident Rates awards are based on a five year trend for reducing vehicle accident claims.</li> </ul> | <ul style="list-style-type: none"> <li>• 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.</li> <li>• The vehicle accident rates awards are based on the "Request for State Miles Driven" report submitted by departments to ORIM.</li> </ul> |

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## Excellence in Occupational Safety

| Description   | Criteria  | Documentation Required   |
|---|---|--|
| <p>A single Statewide award presented to an Occupational Safety employee/group who makes an outstanding contribution to safety or health resulting in the prevention of workplace injuries, accidents or illnesses.</p> | <ul style="list-style-type: none"> <li>• The employee is directly responsible for safety or health programs.</li> <li>• The project is completed within the employee's regular job duties.</li> <li>• The action or project is completed in the previous calendar year.</li> <li>• No other GESA award received for this action.</li> </ul> | <ul style="list-style-type: none"> <li>• Summary of the actions or project.</li> <li>• A copy of the employee's specific duty statement (<b>not State Personnel Board job specification</b>).</li> <li>• Written project definition and scope.</li> <li>• Documented project results, such as:               <ul style="list-style-type: none"> <li>✓ Statistics</li> <li>✓ Reports</li> <li>✓ Samples</li> <li>✓ Pictures</li> </ul> </li> </ul> <p>If approved:</p> <ul style="list-style-type: none"> <li>• <b>Electronic copy of summary must be provided as a Word document.</b></li> </ul> |

## Action Required to Nominate

- Complete the attached nomination form and submit it to your department's safety coordinator/department representative.
- Safety Coordinators/Department Representatives must:**
- Ensure that the nomination meets the criteria and documentation requirements. Incomplete nominations may be subject to disqualification.
  - Request that the department/agency head or their designee sign the nomination.
  - Submit nominations to the Department of General Services, ORIM, Health and Safety Unit, 707 Third Street, 6<sup>th</sup> Floor, West Sacramento, CA 95605.  
**Due to ORIM May 30, 2011.**

## Questions

If you have questions, please contact:  
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 Statewide Health and Safety Program Coordinator  
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