

Governor's Employee Safety Awards (GESA) Guidelines

Introduction

Established in 1980, the Governor's Employee Safety Awards (GESA) recognizes individuals and groups who have distinguished themselves through outstanding safety and health service to the State. Awards are presented to individuals or groups 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.

Award Criteria

Criteria and documentation requirements apply to both group and individual awards.

Category	Description	Criteria	Documentation Required
Group	<p>Two or more state employees:</p> <ul style="list-style-type: none"> Acting as an inter- or intra-agency team or task force providing an outstanding contribution to safety or health resulting in the prevention of workplace injuries, accidents, or illnesses. Responding to hazardous or life-threatening events. Who, as a cohesive work unit, drove 500,000 cumulative miles without a vehicle accident. Who, as a cohesive work unit, worked 500,000 cumulative hours with no lost-time injuries. 	<p>Applicable to both Group and Individual awards:</p> <ul style="list-style-type: none"> The employee(s) is/are NOT directly responsible for safety or health programs. Members of evacuation teams, safety or assigned committees are not eligible. The team work or response to hazardous events or project completed is outside the employees' regular job duties. The actions are taken during the course and scope of employment. The action or project is completed in the previous calendar year. No other GESA award received for this action. 	<p>Applicable to both Group and Individual awards:</p> <ul style="list-style-type: none"> Summary of the actions or project in 150 words or less. A copy of each employee's specific duty statement (not State Personnel Board job specification). Written project definition and scope. Documented project results, such as: <ul style="list-style-type: none"> ✓ Statistics ✓ Reports ✓ Samples ✓ Pictures <p>If approved:</p> <ul style="list-style-type: none"> Summary will be published in the GESA Program brochure. Electronic copy of summary must be provided as a Word document.
Individual	<p>Individual awards are:</p> <ul style="list-style-type: none"> Presented to an employee who makes an outstanding contribution to safety or health resulting in the prevention of workplace injuries, accidents or illnesses, or who responds to a hazardous or life-threatening event. 		

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Category	Description	Criteria	Documentation Required
Departmental	Plaques are presented to departments.	Departments receive plaques for: <ul style="list-style-type: none">Reducing vehicle accidents from the preceding year.	No documentation required. Awards are determined by ORIM based on: <ul style="list-style-type: none">The Summary Report of State Driver Accidents submitted by departments.

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, First Floor, Room 1-460, West Sacramento, CA 95605. **Due to ORIM April 15, 2005.**

Questions

If you have questions, please contact:
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