



COUNTY OF FRESNO SAFETY AWARD PILOT PROGRAM January 28, 2022

Purpose

This pilot program is intended to award one-time grants to County Departments or Divisions within those Departments, to provide for safety operational needs that are not part of the regular budget or required by rules or regulations.

The program will encourage employees to think through their work processes and the overall safety for themselves and their coworkers. Beyond just the requirements and regulations covering employers, our employees are the experts on their workplaces and processes and know of potential issues in their workplaces. We want to use that expertise and improve the safety of our employees by being proactive rather than reacting to injuries.

This program will help by funding the ideas of our employees for creating a safer and healthier workplace.

Timeline

The pilot program will begin in the first calendar quarter of 2022 and will run for one year, or until funds are depleted.

Details on Award

The award will be a maximum of \$5,000.00 and is dependent on the cost of projects, the number of applications, and at the reviewer's discretion. The awards will be funded through the safety subsidy money from PRISM. The award money will only be used to fund the specific project that the Department employee(s) described in their application.

There will be no set maximum or minimum number of awards winners but will depend on number of applications and number of approvals.

Each group (Department/Division, depending on who is impacted by the award) is only eligible for one award.

The Department/Division will be responsible for the purchasing process and initial funding. They will then work with Risk Management to receive the award as a reimbursement from the PRISM subsidy.

If there are issues with initial funding, the department can request assistance from the Human Resources department.

Application Process

Information will be shared through emails to Department Safety Coordinators, then through all County emails. The application will be available through NeoGov Forms. The emails will provide directions on accessing the application, information on the process, and instructions on how to apply.

Employees will use the application form to describe their workplace, the relevant process(es), and the need for, or benefit of, the request. They will include the specifics on what is being requested (training, equipment, etc.), including the estimated cost.

Review Process

The applications will be reviewed in the order received by the County Risk Manager, the Risk Management Safety Unit and the applying employee's Department Head. The reviewers will examine the applications for the below criteria:

- Legitimate safety concerns
- Specifics of a plan for addressing the concerns
- Benefits of implementing plan
- Feasibility of implementation
- Number of employees impacted
- Overall cost
- Innovations or ideas to reduce high frequency, high severity claims

The employees may need to be contacted by Risk Management if more information or clarification is needed.

The reviewers will then report on their decisions to the Safety and Loss Control Subcommittee to either deny or award the full requested amount or a partial amount.

The reviewers of the applications will have discretion to approve or deny all applications that are submitted.

Notification of Award

If an award is approved, the employee will be notified by Risk Management. Risk Management will work with the employee's Department/Division and the department business office to fund the approved request. The Risk Manager and Safety Unit will also report on any awards to the Human Resources Department Head and the Executive Risk Management Committee.

Ongoing Program

After the one-year pilot period, the Risk Manager and Safety Unit will make the recommendation to either continue the program with budgeted funds, or to end the program. The recommendation will be based on their analysis of participation, and positive outcomes.

Application Form

1. Name
2. Email
3. Department
4. Phone
5. Division
6. Position
7. Number of employees in the impacted area
8. Estimated cost
9. Description of safety concerns
10. Description of relevant job tasks
11. Description of requested operational need