

April 4, 2011

To: All Employees

Fm: SCOE Health & Safety Committee

The SCOE Health & Safety Committee uses a nomination and award system to recognize employees who routinely demonstrate exemplary use of Safe Work Practices and/or awareness of unhealthful or unsafe situations or conditions; and assists in the prevention and/or correction of these hazardous situations.

Nominations may be made by anyone who is aware of an employee who would qualify for a safety award. Some examples of reasons for nominations are:

- consistently observes Safe Work Practices by keeping drawers closed, overheads locked, etc.;
- observes good body mechanics when lifting students;
- timely response to safety hazards in the classroom;
- participated in a lifesaving event;
- went the "extra mile" to assure the safety of another person;
- delivered information that assisted to correct an unsafe situation or event; and
- prevents accidents and injuries by quickly alerting management to hazardous situations.

Please complete the nomination form below and return it to either Blanca Ramirez in Business Services, or Patti Springer in Human Resources. Your nomination will be submitted to the Health & Safety Committee at their monthly meetings for their review. If approved by the Committee, an award will be issued to the nominee.

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**HEALTH & SAFETY AWARD NOMINATION FORM**

Please return to Blanca Ramirez in SCOE Business Services, or Patti Springer in SCOE Human Resources

Name of Person Being Nominated: \_\_\_\_\_

Department/Site: \_\_\_\_\_

Reason for Nomination (please be as specific as possible):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nominated by: \_\_\_\_\_

Date: \_\_\_\_\_