

SUPERVISOR INSTRUCTIONS

The CHWCA *Cash for Culture* Safety Award Program was designed to help promote a positive safety culture within your agency. Employees who take an active role in your safety program can receive cash awards from CHWCA. To help make this program a success we recommend taking the following steps:

- **Read the Program Overview** to learn all the details about the program.
- **Meet with employees** and review the instructions on the application form. Managers must approve all submissions by completing the acknowledgement form on the next page, which should be submitted with the online application form. Be sure to include the following during your discussion:
 - ✓ Focus on how their ideas and solutions can make a difference at your agency. Review these suggestions and identify other examples specific to your agency or department:
 - Recognize hazards and develop solutions to improve the workplace
 - Develop solutions to prevent close calls or accidents from happening again
 - Submit ideas to improve safety programs that get implemented
 - ✓ Emphasize that all ideas need to include suggested solutions and results if known.
 - ✓ Highlight the cash awards - **\$100, \$250, and \$500!**
 - ✓ Encourage employees to submit ideas throughout the year and remind them of the **October 1, 2024** deadline. Employees can submit multiple ideas but are only eligible for one monetary award.
- **Post the [Cash for Culture poster](#)** on employee bulletin boards and have the application forms readily available. All forms are available on the CHWCA home page at www.chwca.org

Actual Example

Hazard - Vehicle accidents occurred when maintenance drivers backed into parked vehicles and other stationary objects. Driver awareness training was not reducing incidents.

Solution – Written procedures were implemented that required drivers to place two cones around the service vehicle when parked. When picking up the cones drivers became aware of parked vehicles and stationary objects. The program also included training and reminder stickers for the vehicles. The manager conducted random checks to make sure procedures were followed.

Result - Backing incidents were significantly reduced.

In November, the CHWCA Risk Management Committee will determine which submissions will be rewarded and the award amount. Certificates and checks will be issued in early December. Upon request, the CHWCA Risk Control staff can present the awards in person.

Our goal is to help facilitate great ideas and positive culture changes for your agency. For any questions feel free to contact Iris Penales at: (901) 483-7726 or chwca.riskcontrol@sedgwick.com.



CASH FOR CULTURE ACKNOWLEDGEMENT FORM

Agency Name: _____
Department: _____
Employee Name: _____
Manager Name: _____

I confirm that I have read the Program Overview and reviewed the employee/agency safety suggestion with my manager. This form will be attached to the online application form for the submission to be accepted for the Cash for Culture Safety Awards Program. I understand that further review and evaluation will be conducted by the Risk Management Committee.

Employee Signature

Date

I confirm that the information provided in this acknowledgement form is accurate and I have read the Program Overview and Supervisor Instructions and reviewed the employee/agency safety suggestion.

Manager Signature

Date

This acknowledgement form serves as a record of the manager's approval for employee or agency submissions to the Cash for Culture Safety Awards Program.

All submissions must be received by **October 1, 2024**. Both the employee and manager should retain a copy for their records.

