

CHAPTER 7
SAFETY RECOGNITION PROGRAM
TABLE OF CONTENTS

DEPARTMENTAL SAFETY RECOGNITION PROGRAM 7-3
 Departmental Policy 7-3
 Individual Safety Recognition 7-3
 Safety Award—Certificate of Recognition 7-3
 Group Recognition..... 7-3
 INDIVIDUAL SAFETY RECOGNITION 7-3
 Recognition Emblems..... 7-3
 Safe Performance..... 7-3
 Eligibility 7-3
 Program Management Responsibilities/Roles 7-4
 Replacement of Emblems 7-6
 Emblem Design 7-7
 Length of Service Identification 7-8
 SAFETY AWARD—CERTIFICATE OF RECOGNITION..... 7-8
 Definition 7-8
 Award Description 7-8
 Nomination Procedure..... 7-8
 Presentation Forum 7-9
 Uniform Accouterment 7-9
 COMMISSIONER’S UNIT CITATION 7-9
 Criteria for Award..... 7-9
 Recommendation by Departmental Occupational Safety Board 7-9
 Procedure 7-10

ANNEX

A – CHP 69, SAFETY AWARD—CERTIFICATE OF RECOGNITION 7-11

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 7

SAFETY RECOGNITION PROGRAM

1. DEPARTMENTAL SAFETY RECOGNITION PROGRAM.

- a. Departmental Policy. It is departmental policy to recognize the results of both individuals and work units who demonstrate safe performance or practices over a significant period of time.
- b. Individual Safety Recognition. There shall be an individual safety recognition program for all employees.
- c. Safety Award—Certificate of Recognition. Commanders may present the CHP 69, Safety Award—Certificate of Recognition, to recognize departmental employees who demonstrate safe practices in the work environment (see Annex A).
- d. Group Recognition. There shall be a group safety recognition program for all employees.

2. INDIVIDUAL SAFETY RECOGNITION.

- a. Recognition Emblems. Individuals within the Department will be recognized for various periods of personal safe performance. Recognition will be in the form of emblems designed to indicate years of safe performance. Styles of emblems indicate two categories of service.
 - (1) Uniformed.
 - (2) Nonuniformed.
- b. Safe Performance. Safe performance is defined as no preventable disabling injuries and no recordable preventable vehicle accidents.
- c. Eligibility.
 - (1) Employees shall have permanent status with this Department.
 - (2) Basic eligibility for the various time spans must be met for each of the types of emblems.
 - (a) No reasonably preventable recordable vehicle (both automobile and motorcycle) accidents.

- (b) No reasonably preventable disabling injuries.
- (c) No preventable aircraft incidents or accidents.
- (d) A minimum of 1,600 hours of assigned duty.

1 For permanent part-time employees, 1,600 hours of work over any continuous period of employment will qualify as one year of eligibility.

- (e) Years of eligibility need not be consecutive.
- (f) Years are determined by the employee's date of permanent hire. For instance, if an employee's date of permanent hire is October 13, one year would run from October 13 through October 12 of the following year. This period shall be known as one anniversary date cycle. Part-time employees are an exception as described in paragraph 2.c.(2)(d).
- (g) Each event which results in a preventable, recordable vehicle accident and/or preventable disabling injury disqualifies the individual for one year of eligibility. For example, during one anniversary date cycle, an employee has two accidents: (1) a preventable, recordable vehicle accident which results in a preventable disabling injury (treated as one event), and (2) a separate preventable disabling injury. The employee will lose eligibility for both the initial and the following anniversary date cycle.

d. Program Management Responsibilities/Roles.

(1) Area/Section.

- (a) Each Area/section shall maintain a supply of safety emblems. The stock on hand is not to exceed six months' expected use, with demand based on preceding user estimates.
- (b) The commander shall be responsible for safety emblem program management to include supply, security, maintenance, and record keeping. They may designate one person to handle necessary transactions.
- (c) Procurement of emblems shall be by direct requisition from Business Services Section, Supply Services Unit (SSU). This is completed on a quarterly basis in conjunction with the requisition of supplies. A separate requisition is to be prepared and transmitted in

accordance with HPM 11.2, Materials Management Manual, Chapter 6, Supply Services Acquisitions.

(d) Detailed instructions for requisitioning removable nameplates can be found in HPM 11.2, Chapter 22, Safety Recognition Award Nameplates, and in CHP 512, Nameplate Requisition.

(e) Eligibility for the safety emblem is to be recorded on the CHP 442, Individual Accident, Injury and Safety Recognition Record, for each year from the date of permanent hire with this Department. All vehicle accidents, including non-recordable, shall be documented in accordance with HPM 10.6, Occupational Safety Manual, Chapter 3, Accountability. All illnesses, injuries, and hazardous exposures shall be documented in accordance with HPM 10.7, Injury and Illness Case Management Manual, Chapter 5, Documentation.

1 Qualifying work hours may be determined from:

a The employee's CHP 71, Attendance Report.

b The employee's CHP 100, Officers Evaluation/Activity Summary.

c DashBoard Reporting ➤ Reports ➤ Time/Pay ➤ Monthly Attendance ➤ Custom Range and/or Pay Period Dates for officers and sergeants on automated attendance reporting.

2 Preventable, recordable vehicle accidents; preventable aircraft incidents or accidents; and preventable disabling injuries shall be determined from the employee's CHP 442.

(f) The commander is responsible for validating the eligibility data.

(g) The safety emblem should be presented to the employee in conjunction with the annual CHP 118 Series, Performance Appraisal.

(2) Divisions.

(a) The Division Occupational Safety Committee shall monitor Division, Area, section, and unit safety incentive programs.

(b) Random Area audits are to be conducted in accordance with the established audit program contained in HPM 22.1, Command Inspections Program Manual.

(3) Office of Employee Safety and Assistance, Occupational Safety Unit. The Occupational Safety Unit (OSU) is responsible for development and administration of the safety incentive programs for the Department.

(4) Supply Services Unit.

(a) The SSU shall purchase, store, and dispense emblems and/or other necessary accouterments as requisitioned by command units.

(b) The SSU shall maintain a five-year record of emblems ordered, issued, and on hand.

e. Replacement of Emblems.

(1) Emblems will be replaced by the Department if lost or damaged because of on-the-job incidents or deliberate acts of others. The command shall request replacement on CHP 51, Memorandum, and forward to SSU for processing.

(2) Emblems lost or damaged in other than on-the-job incidents or deliberate acts of others may be replaced at the employee's expense. The employee may request replacement on a memorandum and forward, through channels, to SSU for processing.

(3) The information provided shall include:

(a) Employee's name.

(b) Employee's identification number.

(c) Type of emblem and years of eligibility.

(d) Explanation of how the safety emblem was lost or damaged.

(4) Defective emblems should be returned to SSU for repair or replacement.

f. Emblem Design. Emblem design is as illustrated.



Uniformed, Removable Nameplate
capable of interchange between emblems



Nonuniformed, Tie Tack
Flying Wheel



Nonuniformed, Tie Tack
Shield



Nonuniformed, Pin

g. Length of Service Identification. Emblems without any jewels denote two years of safe service. Jewels are added as follows:

- | | |
|--------------------------------|----------------------------|
| (1) One ruby | five years of safe service |
| (2) Two rubies | ten years of safe service |
| (3) Three rubies | 15 years of safe service |
| (4) One diamond and two rubies | 20 years of safe service |
| (5) Two diamonds and one ruby | 25 years of safe service |
| (6) Three diamonds | 30 years of safe service |

3. SAFETY AWARD—CERTIFICATE OF RECOGNITION.

a. Definition. The CHP 69 is presented to an individual employee or organizational unit for safe practices in the work environment. Examples of commendable performances may include, but are not limited to:

- (1) An outstanding contribution to safety or health resulting in the prevention of workplace injuries, accidents, or illnesses.
- (2) Responding to a hazardous or life-threatening event outside of the employee's regular job duties, but during the course and scope of employment.
- (3) The development of a program or procedure by an individual employee or organizational unit which results in a significant contribution to the efficient and safe operation of the Area or section.
- (4) Exceptional performance by an organizational unit in achieving Area or section occupational safety goals.

b. Award Description. The award is a CHP 69, Safety Award—Certificate of Recognition (see Annex A) and may be awarded at a local Area, Division or departmental level. Regardless of the level of award, the nominating command shall prepare the proposed text for the certificate and should not exceed 50 words.

c. Nomination Procedure. Nominations from Area-level commands shall be submitted to the Command Occupational Safety Committee. Upon approval by a simple majority of committee members, the commander or their designee shall sign the CHP 69. Nominations for a Division-level award shall be

submitted to the Division Occupational Safety Committee. Upon approval by a simple majority of committee members, the Division chief or designee shall sign the CHP 69. Nominations for the Department-level safety award shall be routed to the OSU, who in turn, will validate the information and forward to the Office of Assistant Commissioner, Staff. The Chairperson or their designee shall sign the CHP 69. Nomination for this award does not preclude nomination for the Governor's Employee Safety Award as outlined in this manual.

d. Presentation Forum. In order to afford prompt recognition, this award should be presented as soon as reasonable after the qualifying act. The Safety Award—Certificate of Recognition is presented by the commander or designated alternate.

e. Uniform Accouterment. None.

4. COMMISSIONER'S UNIT CITATION.

a. Criteria for Award. The Commissioner's Unit Citation may be awarded for exceptional achievement in occupational safety. Criteria for recommendation of the award include any of the following:

(1) No disabling injuries within a work unit for an exposure period of 500,000 work hours.

(2) No disabling injuries within a work unit for a period of five years, but within which period there shall have been a minimum of 100,000 work hours.

(3) No recordable automobile accidents within an urban command for 1,000,000 recorded miles.

(4) No recordable automobile accidents within a rural command for 1,500,000 recordable miles.

(5) No recordable motorcycle accidents within a command in 500,000 recorded miles.

(6) No aircraft incidents or accidents within a unit in 15,000 flight hours.

b. Recommendation by Departmental Occupational Safety Board. Recommendation for this award for safety performance is to be made to the Departmental Occupational Safety Board.

c. Procedure. Refer to the nominating procedure outlined in Chapter 4, Department-Level Awards, of this manual for the Commissioner's Unit Citation.

THIS PAGE INTENTIONALLY LEFT BLANK

ANNEX A

CHP 69, SAFETY AWARD—CERTIFICATE OF RECOGNITION

California Highway Patrol

Safety Award

for

Certificate of Recognition

is awarded to

AGPA Jamie Easterly

*Place a short and concise description
describing the reason for the award.
If possible, give an example.*



Lieutenant Geno Henricksen
Chairman, Occupational Safety Committee
Assistant Commissioner, Staff

Area

Lieutenant Elliotte Johnson
Commander

October 1, 2023

Date

Chp69 0222.pdf

CHP 69 (Rev. 0-10) OPT 033

THIS PAGE INTENTIONALLY LEFT BLANK