



SAFE AWARD PROGRAM

INTRODUCTION

Welcome to the SAFE (Safety Awareness for Everyone) Award Program! This program recognizes and rewards safe behavior and actions by an individual or team of individuals. The program was developed in 2016 by the Aviation Safety Council members, and implemented in 2018.

The SAFE Award program consists of four levels of recognition and award: 1-Star, 2-Star, 3-Star, and 4-Star.

1 Star

Eligibility: The 1- star award may be awarded to any Airport employee to another Airport employee. SAFE Award nomination forms are not required for the 1-star award.

Criteria: This award is intended to be a “thank you” issued to a single employee *on behalf of another employee or a group of employees*.

Award: This award includes a card describing the award and pin. 1 star awards may be published in the Sections Connection.

Presentation: The presentation should be immediate and informal. Cards and pins for 1 star awards are available from the Aviation Safety Section.

2 Star

Eligibility: The 2-star award may be nominated by any Airport employee to another Airport employee or Team. All nominations are reviewed and subject to the approval of the SAFE Award Committee.

Criteria: This award is designed to recognize outstanding safety behavior or performance *in the line of duty*, creating a positive impact/safety culture *on behalf of one of more Divisions*.

Award: This award includes 2 hours of paid leave (for city employees) or \$10 monetary award (for non-city employees), a card describing the award, and pin. All Silver Awards are published in Sections Connections.

Presentation: This award should be presented in a public forum (at a monthly staff meeting, for example).

3 Star

Eligibility: The 3-star award may be nominated by any Airport employee to another Airport employee or Team. All nominations are reviewed by and subject to the approval of the SAFE Award Committee.

Criteria: This award is designed to recognize outstanding safety behavior or performance *outside the line of duty*, creating a positive impact/safety culture *on behalf of the Aviation Department, industry, and or community*.

Award: This award includes 4 hours of paid leave (for city employees) or a \$20 monetary award (for non-city employees), a certificate describing the award and a pin. All Gold Awards are published in the Sections Connection.

Presentation: This award should be presented in a public forum (at a monthly staff meeting, for example).

4 Star

Eligibility: The 4-star award may be nominated by any Aviation employee to another Aviation employee or Team. All nominations are reviewed by and subject to the approval of the SAFE Award Committee.

Criteria: This award is reserved for heroic measures involving *life-and-death situations*.

Award: This award includes 8 hours of paid leave (for city employees) or \$35 (for non-city employees), a certificate describing the award and a pin. All Platinum Awards are published in the Sections Connection.

Presentation: This award should be presented in a public forum (at a monthly staff meeting, for example).

QUARTERLY DRAWING

All employees that receive a 2, 3, or 4 star SAFE Award will be entered in to a quarterly \$100 drawing. The drawing will take place quarterly during the Aviation Safety Council.

NOMINATION PROCESS

Nomination forms are available on the Shareport home page. Stakeholders can obtain a nomination form by contacting the Aviation Safety Section.

Complete a nomination form and submit it to the SAFE Award Committee for review and approval.

Completed forms should be addressed to the Aviation Safety Section. It will then be reviewed through the SAFE Award Committee via the Safety Council.

The nominator will be notified when their nomination has been reviewed and approved or rejected. The appropriate award materials will be furnished by the SAFE Award committee.

The SAFE Award Committee chair is responsible for notifying the editor of the Sections Connection after the nomination has been awarded to the recipient(s).

APPEAL PROCESS

The rejection of any nomination or award designation may be appealed to the Aviation SAFE Award Committee. Appeals or a request to meet with the committee must be submitted in writing, within (60) days of a rejection or award designation.

SAFE AWARD COMMITTEE

Membership: The SAFE Award committee will be made up from section representatives that compose the Aviation Safety Council. The Awards will be reviewed monthly and awarded points that will amount to the level of award the nomination will receive. This rubric is based on things such as the action of the award, the impact it has created on safety awareness, and promoting a positive safety culture at the airport.

Role: The role of the SAFE Award Committee is to:

- Meet regularly to evaluate and process award nominations in a timely manner.
- Establish and ensure consistency in award designations.
- Provide award materials as appropriate.
- Actively promote the SAFE Award program.

On behalf of the SAFE Award Program Committee, thank you for your support of this program and helping to promote a positive safety culture!