



## City of Biggs

### Agenda Item Staff Report for the Regular City Council Meeting: February 28, 2011 6:00PM

DATE: February 18, 2011  
TO: Honorable Mayor and Members of the City Council  
FROM: Pete Carr, City Administrator  
SUBJECT: Employee Safety Program Update (Informational)

City administrator is informing council of updated status of the city employee safety program, as well as engagement in a new training program.

#### **Background:**

The city established a new employee safety recognition program in December, effective January 1, 2011, based on agreements with Laborers Local 158 and direction provided in 2010 from council. The staff report from this action is attached.

Halfway into the first quarter, the city has experienced no job-related accidents or injuries that would affect the recognition program. An employee off work for a non-work related injury was required to obtain documented clearance from the physician prior to return to full-duty (no restrictions) work.

There has not yet been a committee established to include a city council member. It is anticipated that when the end-of-quarter review is due (March 31) Councilor Bottorff as SCORE/risk management commissioner, or Councilor Sheppard as employee relations commissioner, will participate on the review committee.

The city is beginning to register employees and assign course modules in the Target Safety program, a new no-cost resource offered to the city by membership in SCORE. Target Safety and its associated PreventionLink system provide a wide variety of course topics, streamlined administration, online learning at flexible times and places, and consistency with other SCORE agencies. City council members can be included in this training opportunity.

For more information: [www.TargetSafety.com](http://www.TargetSafety.com)

Attachment: December 2010 staff report on employee safety recognition program

**Recommendation:**

None.

**Fiscal Impact:**

Cost reductions in training due to less off-site travel for certain courses.



## City of Biggs

### Agenda Item Staff Report for the Special City Council Meeting: December 13, 2010 6:00PM

DATE: December 4, 2010  
TO: Honorable Mayor and Members of the City Council  
FROM: Pete Carr, City Administrator  
SUBJECT: Employee Safety Recognition (Information)

City Administrator is updating Council on status of development of an employee safety recognition program.

#### **Background**

The City and Laborers Local 185 agreed in October to jointly plan a new program to recognize employee safety achievement. Principles for the program include team-based achievement of objectives, recognition based on lost-time accidents (LTA), a maximum \$2000/year budget, and no discouragement of reporting actual accidents and injuries.

#### **Progress/Status**

Administrator assembled an employee team which planned the following program to commence January 1, 2011:

- o Results tracking and recognition will be quarterly.
- o If any employee experiences an LTA no employee earns recognition.
- o Reward, the first quarter, will be lunch together + \$40 gift card.
- o First lunch celebration is scheduled for Friday, April 1st.
- o Gift cards will be generic this first quarter, awarded at the lunch.
- o Committee will reconsider the program each quarter to we keep it fresh and interesting.

Recognition format can vary from quarter to quarter, within budget and in accordance with stated principles.

#### **Recommendation**

N/A

#### **Fiscal Impact**

\$2000 per year, \$1000 this fiscal year, approved by Council in October.