

**North Carolina Association of County Commissioners
2009 Local Government Federal Credit Union Employee Productivity Awards Application**

County: Craven County **Employee:** Deborah C. Hodges **Email:** dhodges@cravencountync.gov

County Department: Human Resources **Employee Title:** Safety/Risk Management Coordinator

County Phone: 252-636-6602 **County Mailing Address:** 406 Craven Street New Bern, NC 28560

Is this project being submitted on behalf of two or more employees? **NO** **YES**

If yes, please provide below a listing of all project employees in Number 6. Employee & title as listed above should be for lead team member.

Fair Labors Standards Act Designation: In order for your project to be eligible, you MUST indicate one of the following. If you do not know, please contact your personnel director.

EXEMPT: **NON-EXEMPT:** **BOTH (if applicable to a team):**

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| 1. | Productivity Improvement Title: | Comprehensive Departmental Safety Audit Program |
| 2. | Implementation Date (must be between January 1, 2008 and December 31, 2008): | January 1, 2008 to December 31, 2008 |
| 3. | Please describe the productivity improvement. (Please limit response to these 2 pages.) | |
| The Craven County Safety Office has implemented a Comprehensive County Safety Audit Program to enhance departmental and employee ownership in the safety program. All departments are graded on their annual on-site safety audits, fire drill scores, monthly safety training score, % of employees without injury, % of employees without MVA, complete/timely incident reporting, most improved safety record, safety spotlight, degree of risk and the level of safety commitment from the department. The overall safety score is calculated for each department to determine the winner of the Safety Star Department of the Year Award. This program has increased employee and departmental awareness with regards to safety and in turn it has helped to drastically lower our monthly worker's compensation costs and decrease the total number of days away from work and days of light duty or restriction due to work-related injuries. Employees now nominate their coworkers for the "safety spotlight," where an employee is recognized in the County's safety newsletter with a picture and a write up about how they went above and beyond with regards to safety. The employee who receives "safety spotlight" also has their name and picture posted on the "Safety Spotlight" plaque outside of the safety office and they receive a star-shaped candy jar with their favorite candy. The message sent out from the Safety Office is "Safety is Everyone's Responsibility.....Thanks for Doing Your Part." | | |
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| 4. | Please describe why this project was initiated or what problem it addressed: | | |
| | • To increase employee safety while on the job. | | |
| | • To increase staff/departments daily involvement in safety efforts. | | |
| | • To decrease Worker's Compensation monthly payout. | | |
| | • To increase accountability for safety. | | |
| | • To decrease out of work time by providing light duty tasks where possible. | | |
| | • To increase safety awareness. | | |
| | • To encourage staff to remind each other to THINK SAFETY FIRST. | | |
| 5. | Please quantify the improvement's results in terms of cost savings, cost avoidance and/or a higher level of services provided. | | |
| | <i>(Please indicate what resources were used to achieve your results, and what was done with the time savings, if any accrued).</i> | | |
| | ⇒ Departments are more involved with monthly safety trainings. In 2008, 77 items were utilized from our safety library as compared to 53 in 2007. | | |
| | ⇒ Worker's Compensation payout decreased by approximately \$10,000+ per month as compared to the previous year. | | |
| | ⇒ Departments are allotted 30 days to correct deficiencies on their annual safety audit. They must return the audit to the Safety Office with dates and signatures indicating the deficiencies have been corrected. This helps to increase accountability. | | |
| | ⇒ Out of work days due to work related injuries dropped from 90 in 2007 to 54 in 2008. | | |
| | ⇒ Staff are more likely to report safety concerns and take actions to correct them. There is increased documentation on safety training. | | |
| | ⇒ Staff encourage others to think safety first and nominate co-workers for the "Safety Spotlight" in the safety newsletter. | | |
| | RESOURCES USED: | | |
| | ✓ Departmental Safety Tally Sheets | ✓ Safety Star Department of the Year Traveling Trophy | |
| | ✓ Annual Safety Audits | ✓ Safety Newsletter with employee contributions and "Safety Spotlight" recognition | |
| | ✓ Annual Fire Drill Reports | | |
| 6. | Please provide any other descriptive information you would like to be considered by the review committee. | | |
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| County Manager's Name: | Harold Blizzard | Supervisor's Name: | Joan Harrell |

Return by **June 19, 2009** via email to ncacc@ncacc.org.