



City of Houston

Safety Spotlight Recognition Program

COH-HR-RM-01

15-Nov-23

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I. PURPOSE

To recognize City of Houston employees who exemplify safety leadership traits, actions and practices that lead to a safer working environment. The recognition program seeks employees who aim to alter ideas, values, and practices to achieve safer behaviors and operational excellence in safety.

II. SCOPE

This recognition program applies to all City of Houston employees.

III. DEFINITIONS

- a) CBRNE/ZIP Coin – A physical coin that is 1.75” in diameter.
- b) CBRNE – Safety program geared towards identifying and mitigating all Chemical, Biological, Radiological, Nuclear, and Explosive hazards.
- c) Nomination Form – online form used to nominate a City of Houston employee for the Safety Spotlight Recognition Program. The form can be found on the City of Houston ZIP website at: https://www.houstontx.gov/hr/risk_mgmt/safety_recognition.html
- d) ZIP – Citywide safety program (Zero Is Possible) geared towards making zero incidents a reality.

IV. GUIDELINES

- a) Each month, any employee of the City of Houston, including full-time, part-time, permanent, and temporary of all classification and pay grades, is invited to nominate any employee (including themselves) to be recognized for exemplary safety leadership, work, and/or actions related to safety.
- b) Safety Spotlight Recognition nominations are accepted year-round.
- c) The Safety Spotlight Recognition program may be advertised using multiple communication avenues such as newsletters, tailgates, emails, tailgates, safety meetings, etc.

To nominate an employee for the Safety Spotlight Recognition, complete the online nomination form on the City of Houston ZIP website at:

https://www.houstontx.gov/hr/risk_mgmt/safety_recognition.html

- d) Nominations should include any or all the following information:
 - Recommendations of hazard controls.
 - Demonstrations of safe work practices.
 - Development or upkeep of safe working conditions.
 - Communication of safety expectations, reports, stories, or other information.
 - Participation in safety inspections, observations, near-miss reporting, or other leading indicators of safety.
 - Participation in post-incident analysis and development of corrective actions.
- e) The HR Safety management team will review each ZIP Safety Spotlight Recognition nomination. They may choose one or multiple recipients to receive the ZIP Safety Spotlight Recognition.
- f) The CBRNE Safety Working Group members will review each CBRNE Safety Spotlight Recognition nomination. They may choose one or multiple recipients to receive the CBRNE Safety Spotlight Recognition.



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- g) Dependent on the type of nomination, either a ZIP Safety Coin or CBRNE Safety Coin will be provided to the Safety Spotlight Recognition recipient. In addition to the Safety Coin, an accompanying safety excellence certificate bearing the name of the recipient will be provided.
- h) Each recipient will be announced at the Citywide Safety Committee meeting and/or CBRNE Working Group Meeting during the month of their recognition.

V. RESPONSIBILITIES

- a) The Safety Spotlight Recognition program is administered by the HR Risk Management Division. Certificates are printed by HR Communications via a Communications Print Request with certificate paper and folders provided by the HR Risk Management Division.
- b) Coins are provided by HR Risk Management. It is the responsibility of the Risk Management Division Director and Assistant Director to implement and administer this policy and facilitate an annual audit to ensure policy compliance.
- c) The Risk Management division shall also decide whether to continue or discontinue this policy.
- d) The Safety Spotlight Recognition program is overseen by the Department Safety Advisor, applicable HR Safety Administrator, and the HR Safety/Risk Management Assistant Director.
- e) The HR Department Director or designee will present each recipient with their coin and certificate.

VI. EFFECTIVE PERIOD & MODIFICATIONS

The plan is in effect from the date approved by the HR Department Director, who reserves the right to amend or terminate the plan for any reason. The plan will be reviewed on an annual basis or as necessary.

VII. ATTACHMENTS

- ATTACHMENT A: ZIP/CBRNE COIN EXAMPLES (actual size 1.75" diameter)



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