



## **SERMA Award Program Overview**

***Deadline to submit nominations for the SERMA Awards is  
April 2, 2021.***

Creating and maintaining a safe working environment benefits everyone – employees, visitors, and the public. Safety and risk management programs can help avert injuries and illnesses, prevent property damage from occurring, and ensure that fewer work hours or workdays are missed. Accidents can and should be prevented by establishing and following safe work practices. The SERMA Committee has created this Safety & Risk Management Awards Program to recognize employees and groups for working safely, promoting safety, and encouraging safe work practices at all levels of employment at State of Maryland agencies.

### **Instructions for submitting nominations for awards**

For eligibility purposes, the work must have been initiated and completed in the prior calendar year. For example, 2021 awards will be given for work performed between January 1, 2020 and December 31, 2020. All nominations must be received by the stated deadline.

Nominations should include a summary and supporting documentation as needed to fully explain your nomination. Summary is limited to 2-3 pages, typed. Supporting documentation may include charts, graphs, photos, emails, letters, etc. All submissions should be well-written, clear and concise. Impress the judges!

### **Eligibility requirements**

All full-time and part-time employees, including staff, administrative professionals, and others are eligible to receive an award. For individual awards, the nominee can be an employee, a supervisor, an agency head, or a manager. For group awards, the group can be a group or team that meets regularly for a specific purpose (such as a safety group), or a team that was formed cross-functionally for a certain period of time to focus on developing solutions to a specific issue or problem. An entire facility can also be nominated for a group award.

### **Information to be provided by nominators**

- Outline the workplace safety or risk management issue and the solution implemented to improve the level of health and safety.

- Outline how the solution was developed in consultation with others at the agency and, if applicable, with outside organizations or consultants.
- Describe the effectiveness of the solution in improving health and safety for the operation(s) of the agency, as well as broader application if applicable. Be sure to include any quantifiable results from the solution or efforts.
- Provide supporting documentation and quantifiable results for each award nomination submitted, where required.
- Describe why this individual or group/team/facility deserves this award. Include examples and specifics. Convince the judges!

### **Judging information**

Judging for SERMA Safety & Risk Management awards will be conducted by a group of SERMA risk management peer professionals. Those individuals and teams selected for awards by the committee will be notified, along with their supervisors, in advance of the award.

*All awards will be presented during the virtual SERMA Conference on Thursday, May 27, 2021.*

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### **Individual Awards**

**1. The Linda Brooks Memorial Award** – This is a lifetime achievement award and our highest award for individual achievement. This award is given to an individual who has consistently demonstrated outstanding performance and commitment to risk management and occupational safety within Maryland state government over the course of his or her career. This award recognizes an individual for:

- Being a strong advocate for environmental health, safety, and/or emergency management.
- Broad implementation of safety throughout the agency or facility.
- Initiatives to improve, inspire, and maintain best practices in health and safety throughout the agency or facility.
- Exemplary safety and risk management leadership.

**2. The Governor’s Award for Individual Achievement** – Examples that would qualify for this award are heroic acts, volunteerism above and beyond the requirements of the job function, or outstanding ideas for health and safety improvement. This award recognizes individuals for:

- Demonstrating significant improvement over previous conditions.
- Special effort given to a specific aspect of safety in the workplace.
- Increasing employee safety awareness.
- Having a direct influence on the safe completion of a job or project.
- Directly contributing to safety in the work area and/or for directly serving an agency or facility safety goal.
- Enhancing the safety of others.
- Preventing an accident or injury.

- Actively raising safety issues, concerns, or ideas for improvement; developing implementable solutions to improve safety; and following through on the safety issue(s) until resolved.

**3. The Unsung Hero Award** – This award is presented to an individual who has made a substantive yet unrecognized contribution to the health and/or safety of his/her agency or facility. This award recognizes an individual who has done a great deed or service on behalf of his or her organization OR has provided reliable, dependable service to his or her organization on a consistent basis. This award seeks to recognize the individual for his or her commendable efforts.

## **Group Awards**

**1. Health & Safety Award of Excellence** – This award recognizes groups, teams or facilities whose ongoing efforts have resulted in positive changes in safety behaviors and/or culture within the organization. Groups, teams or facilities can be of any size or number. This award recognizes a group, team, or facility for:

- Increased employee safety awareness.
- Directly influencing the safe completion of a job or project.
- Increased employee knowledge of safety.
- Contributing to safety in the work area.
- Positively enhancing the safety of others.
- Preventing an accident or injury.
- Providing a solution for a workplace hazard.
- Contribution(s) to improving health and safety overall within the agency.

**2. Best Practice Award** – This award recognizes a group, team or facility for:

- Development of a new Standard Operating Procedure (SOP) or
- Policy which has substantially improved the safety and/or health of the organization's employees or
- Demonstrated a real financial cost savings for the organization.
- The new policy or procedure must have made a positive impact on the organization's workers' compensation or health insurance costs.
- Quantifiable results are strongly recommended but not absolutely required for this award because results may not yet be available. However, proof that the new policy or procedure has been implemented must be shown.

### **Send nominations to**

Please send nominations to: SERMA Awards Selection Committee, Attn: Alicia Carlson, 8722 Loch Raven Blvd., Towson, MD 21286 or email to [acarlson@ceiwc.com](mailto:acarlson@ceiwc.com).

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