



# City Difference Maker

*Tips to help you effectively manage and lead your employees*

January 2014

## Let's Make Safety Our New Year's Resolution!



As promised, the results of the August Safety Survey are available. Results were first reviewed by the HR department, then the Safety Committee at their quarterly meeting in December. It seems we all have some work to do regarding the safety of our City of Helena employees.

The survey was sent via e-mail to all employees and those employees without e-mail were provided a paper copy. 108 surveys were completed and returned. 31 departments were represented with Police and Fire having the highest participation (13 and 11 respectively). 74% of the responders were non-manager and 26% were managers.

Significant areas that need our attention are:

### **\*Number of Safety Trainings employees participate in each year.**

*55% said 1-2 trainings. (2 trainings a year are mandatory.)* Many classroom-style safety trainings are offered in a year and communicated on a regular basis by HR. We're always looking for worthwhile training topics and welcome your suggestions.

The new on-line Summit Safety Training was launched in October. In less than one month's time over 40 employees had logged on to the site to begin module(s). As employees begin to access the Intranet for fresh training modules they may begin to access the Intranet on a more regular basis, becoming aware of other safety and wellness resources.

DVDs on various safety topics are offered through the MMIA library; a link is available on our Intranet. Safety training can and should be incorporated in each of your department meetings. Provide HR (Morgan Maynard-Dixon) with a summary of the safety topic, the date, length of time, provider and those in attendance. It will be recorded in the personnel database; AS-400.

### **\*Do staff know who their Safety Committee Members are?**

*48% said no and 8% of those were managers/supervisors.* At the Safety Committee meeting, members were reminded that they are, "an advisory body organized to bring employees and management together in a cooperative effort to foster a safety culture and reduce on the job injuries and illnesses." - *City of Helena Safety Policy.*

Current Committee members are: Eric Sinclair, Carrie Hahn, Jason Fladland, Wayne Helmbrecht, Dave Johnson, Ray Chapman, Maggie Brownlee, Matt Schmidt, Tim Nickerson, Jeff Gerth, Keith Simendinger, Carl Gibson, Morgan Maynard-Dixon and James Fehr.

### **\*How often do staff visit the Safety pages on the Intranet?**

*52% said never, 17% said twice a year for Safety Training.* City Employees should be reminded that the City Intranet is a handy and valuable resource tool that should be used regularly. For employees without internet access, the computer lab in the City-County building can be used for training and research purposes. Contact Ellen Bell; IT&S for reservations.

### **\*What areas of the Safety Program do you think needs the most improvement?**

*31% said communication and 24% said training, with 23% saying implementation.*

Here's where we ask our department heads, superintendents, upper level managers and supervisors for help. Not only will promoting safety-training requirements and ensuring employee participation in these trainings help with staff morale, there is a direct correlation between increased safety education and decreased worker's compensation First Reports of Injury being filed.

Our ultimate goal is to have a safe working environment where our staff leave work at the end of the day in the same condition, or better than, when they arrived! With your help we can achieve this resolution for 2014!

