

# Safety recognition program

The purpose of the program is to recognize the safety efforts by our employees.

## Objectives

- Publicize safety
- Increase safety awareness
- Provide a positive approach to communicating the importance of safety
- Reduce time loss
- Reduce frequency of accidents
- Reduce workers' compensation costs
- Reduce absenteeism
- Provide individual and team incentives

## Groups

Employees will be divided into \_\_\_\_\_ groups. Try to keep employees in the group they work with the most.

Group 1 \_\_\_\_\_

Group 2 \_\_\_\_\_

Group 3 \_\_\_\_\_

Group 4 \_\_\_\_\_

## Program year

First quarter = January 1 - March 31

Second quarter = April 1 - June 30

Third quarter = July 1 - September 30

Fourth quarter = October 1 - December 31

## Eligibility

All full-time and part-time employees are eligible to participate in the program. New employees starting between the first and 15th of the month will be eligible for the entire month's point awards. Employees starting work between the 15th and the end of the month will become eligible the first day of the following month.

An employee who is absent for one calendar week or longer (illness or leave of absence) is not eligible for points in that month.

Any employee who does not report/document a work-related accident within 72 hours will be ineligible to participate in the program for three months.

## Award points

Award certificates will be provided for each pay period with the employee's paycheck. It is each employee's responsibility to keep track of their award certificates and accumulate them until they are ready to order an award. The safety committee will not be responsible for lost or stolen certificates.

No points can be transferred, sold, or given to another employee at any time during this program. Cash cannot be substituted for points.

For each **20 points** an employee earns the points can be redeemed for a **\$10 gift certificate** at participating stores. The points must be turned into the safety committee chairperson by the 20th of each month. The gift certificate will be awarded with the last paycheck of the month.

## Program

Points shall be awarded for:

	<b><u>Number of points</u></b>
1. Complete a safety training	<b>1</b>
2. Completing a month showing up to work on time	<b>1</b>
3. Attending the safety meeting each month	<b>2</b>
4. Entering the yearly safety motto contest	<b>1</b>
5. Entering a safety poster that coincides with the motto	<b>1</b>
6. Attend a safety and health conference	<b>2</b>
7. Notifying the safety committee of a safety hazard or a suggestion for improvement on a safety related subject (routine maintenance items will not be considered safety suggestions)	<b>1</b>
8. Participate in the annual audit of the safety program	<b>2</b>

For each point an employee earns, their group also is awarded a point. Additionally, the group also earns points for the following:

	<b><u>Points</u></b>
1. Entire group completes a safety training	<b>50</b>
2. Entering the yearly safety motto contest	<b>100</b>
3. Being represented at safety committee meetings	<b>100</b>
4. Representation on the annual safety program audit	<b>50</b>
5. Notification of a safety hazard	<b>50</b>
6. Correction of the safety hazard	<b>50</b>

At the end of each quarter, the groups will total their points and **\$5-\$20 gift certificates** will be awarded, depending on the amount of points the group has received.

The safety committee and/or the administrator will decide any disputes. The administration reserves the right to discontinue the program at any time.