**Safety Incentive Program**

Purpose – The purpose of the safety incentive program is to:

1. Encourage employees to think continually about safety in their daily work activities.
2. To reward employees for personal safe work behavior
3. To encourage employees to make sure their co-workers are using safe work practices.
4. To encourage employees to make suggestions for improving safety
5. To encourage the reporting of incidents and near misses so that preventative and corrective measures can be taken.

How safety incentive points are earned:

1. Safety Meeting Attendance: **1 point** will be awarded to an employee any time they attend a safety meeting. Non-clerical employees usually have an opportunity to earn an average of five points per month. Employees who have less exposure average only one to two per month. Those serving on safety/risk related committees earn an extra point per month for attending their monthly meeting. In order to get credit for attending a safety meeting an attendance roster must be completed and turned into the appropriate Administrative Assistant.
2. Injuries: **2 points** per month will be awarded to an employee who has gone the entire month without a lost-time injury.
3. Vehicle Crashes: **2 points** per month will be awarded to an employee who has gone the entire month without being involved in a vehicle crash. An additional **1 point** per month will be awarded if the employee’s work group has gone the entire month without being involved in a vehicle crash or if all group vehicle crashes were promptly reported. See prompt reporting criteria listed below.
4. Random Site Visits: **5 points** per visit may be awarded to an employee if a Supervisor, Manager, or the Risk Manager observes an employee using appropriate safety equipment and/or procedures during a random site visit. In order to receive credit the supervisor, manager, or the safety manager must complete and turn in the ‘Random Site Visit Safety Form’ to the applicable Administrative Assistant. The form must include all signatures.
5. Safety Suggestions: Up to **10 points** will be awarded for a ‘safety suggestion’ that will be implemented after evaluation and approval of the Risk Committee. Safety suggestions should be submitted to the Risk Manager and the identity of the employee will not be known by the committee until the review process has been completed.
6. Prompt Reporting: **2 points** will be awarded when an incident or near miss is immediately reported to the employee’s supervisor and the Incident Report is completed and filed with the supervisor and the Safety Manager by the end of the workday that the incident occurred.

Employees will be notified monthly of how many points they have received credit for during the prior month.