Employee Safety Incentive Policy

Location:

Effective Date: "01/01/01"

Revision Number:1

"Your Company Name"

Purpose

This policy establishes the responsibilities of "Your Company Name", its managers/supervisors and its employees in maintaining a safe and productive working environment. The Employee Safety Incentive Policy is in place to ensure that all parties closely follow Occupational Safety and Health Administration (OSHA) guidelines and to reduce the number of preventable on-the-job injuries through the use of an incentive-based program.

Scope

Safety on the job is everyone’s responsibility. Therefore, this incentive policy applies to all "Your Company Name" employees whether they are on the worksite or in the workplace daily or occasionally in the capacity of worker, supervisor, safety manager or any other employee.

Applicability

This policy applies whenever employees are on the job. This includes:

On a worksite

At the workplace

In transit between any worksite or the workplace

Procedure

To implement the Employee Safety Incentive Program, "Your Company Name" offers two incentive awards: the Safe Employee Incentive Award and the Safety Suggestion Incentive Award. The following standards help to administer incentives:

**Safe Employee Incentive Award**: This individual incentive starts at the beginning of each month. Employees who, during the preceding month: [select/insert criteria for employee incentive plan]

* + Followed all applicable company safety rules;
	+ Completed applicable safety and health training;
	+ Reported and responded appropriately any applicable hazard or close call/near misses; and
	+ Conformed to planned preventive maintenance schedules.

Eligible employees will earn an incentive credit, and the name of each eligible employee will be placed into a drawing. At the end of the month, a member of senior management or human resources will draw a name, and that employee will be awarded a prize. This is an individual award and applies only to the person whose name is drawn for complying with the criteria described above. Incentive awards vary from month to month, but are always tangible awards such as company apparel, gift cards and sporting event tickets. The name of the winner will be announced in the company newsletter each month.

**Safety Suggestion Incentive Award**: Senior management and human resources will place suggestion boxes around the workplace, and employees are encouraged to write out safety suggestions. The suggestions can relate to unsafe acts or conditions, health hazards or other possible safety improvements. At the end of the month, the safety administrator/health and safety team will review the suggestions. The employee whose suggestion receives the most votes from the health and safety team will earn an incentive credit. This is also an individual award, and only the person whose name is drawn as the best safety suggestion will earn the incentive prize of the month. Incentive awards vary month to month but are tangible awards such as company apparel, gift cards and sporting event tickets. The name of the winner, the suggestion and the action management will take to improve the safety condition will be announced in the company newsletter each month.

Incentive credits: Incentive credits can be used for a prize worth one credit (company apparel, gift cards, sporting event tickets, etc.) or can be saved up to earn one vacation day worth 12 incentive credits.

Incentive debits: Employees can be assessed incentive debits (negative incentive points) if they fail to follow company safety rules, fail to report an accident or commit any other safety violations in accordance with the GENERAL WORKSITE AND WORKPLACE SAFETY; MATERIAL AND EQUIPMENT SAFETY; AND FALL SAFETY sections of this document. The numerical value of the debit is addressed on a case-by-case basis, but it is worth at least one negative incentive point.

Responsibilities

The following responsibilities apply to various levels within the company.

Senior management and human resources will:

Require the full application and integration of this Employee Safety Incentive Policy into daily operations, as applicable, in all areas of responsibility and with all direct reports

Assess managers and supervisors in their ability to apply this policy and administer debits and credits relating to safety advances or setbacks

The designated safety administrator/health and safety team will:

Administer all aspects of this policy

Coordinate training for affected employees

Provide necessary technical assistance to managers and supervisors

Maintain and update the written program as required

Periodically assess the effectiveness of this program and its on-site implementation

Managers and supervisors will:

Know how this policy applies to those employees under their direct control

Integrate and enforce this policy’s provisions in their areas of responsibility

Help coordinate training for affected employees

Provide coaching and corrective action when employees’ actions violate this policy

Administer incentives relating to safety advances

Coordinate recordkeeping for safety advances and setbacks under the incentive program for employees under their direct control

All affected employees will:

Do their best to integrate the safety practices presented in this policy in their daily activity on site

Follow all training, instructions and directives relative to this policy

Seek clarification whenever there are questions concerning the application of this policy in daily operations

Continue to report all injuries promptly despite incentive program

It is a requirement for all employees to promptly report all workplace injuries, regardless of how it affects the debits and credits system of the Employee Safety Incentive Program. The terms outlining workplace accidents are consistent with those outlined in the Workplace Safety Policy.

GENERAL WORKSITE AND WORKPLACE SAFETY

Supervisor/Manager Duties

If away from the workplace, provide safe access into and out of the site.

Ensure adequate ventilation or respiratory protection is available in the event of hazardous fumes.

Ensure appropriate protections are available in the event of adverse weather.

Keep worksite or workplace open the minimum amount of time needed to complete operations.

Ensure all materials and equipment are free from damage or defect.

Make sure employees are using materials and equipment in the way the manufacturer intended.

Maintain at least one copy of the design at the jobsite during construction.

Remind employees of the need to continue to report injuries in a timely fashion.

Employee Duties

Wear all PPE correctly.

Use all equipment and materials only in the way intended by the manufacturer.

If you are in doubt of the air quality, have it tested and wear the proper PPE.

Use guardrails and all other safety features at the worksite or workplace.

Do not enter a confined space unless you are trained to do so.

MATERIAL AND EQUIPMENT SAFETY

Keep all materials/equipment that might fall at least 2 feet from the edge, use retaining devices or do both.

Know "Your Company Name"’s warning system for alerting equipment operators of changing dangers on the worksite or in the workplace.

Never use an elevating part of a vehicle or machine as a manlift unless it is specifically designed for that purpose.

If materials or equipment become damaged during operation, alert a supervisor or manager immediately.

Only use equipment in a way that the manufacturer intended and that reduces or eliminates hazards.

Stand as far away as you can from equipment being loaded or unloaded.

Do not carry extra passengers in vehicles or equipment that is not designed to carry more than one person.

Check all vehicles at the beginning of each shift to ensure proper order of the service brakes, parking system, brakes, tires, horn, steering mechanism, coupling devices, seat belts, operating controls and all other safety devices.

Use the three-point climbing system when mounting or dismounting equipment.

Only operate vehicles and equipment when the ground conditions are safe and stable.

Do not stand or pass under the elevated portion of any equipment regardless of whether it is loaded or empty.

Do not drive equipment up to a person standing in front of an excavation or a fixed object.

When not in use, equipment and vehicles must be fully lowered, neutralized, shut off and wheels must be blocked.

Do not handle unstable or unsafely arranged loads.

Do not handle loads greater than the equipment’s capacity.

Before moving, secure the load as best as possible within the bucket or hopper.

Do not move the machine, vehicle or equipment you are using unless you are aware of all ground workers’ positions around you.

FALL SAFETY

Use at least one of the following whenever you are exposed to a fall of 6 feet or more above a lower level: guardrail, safety net or fall arrest systems.

Cover or guard floor holes promptly after creating them.

Construct floor hole covers to they will effectively support two times the weight of employees, equipment and materials that may be imposed on the cover at any one time.

Position portable ladders so side rails extend at least 3 feet above the landing.

Secure side rails at the top of a ladder to a rigid support, and use a grab device when 3-foot extension is not possible.

Make sure that the weight on the ladder will not cause it to slip off its support.

Inspect ladders for cracked, broken or defective parts prior each use. If a ladder is broken, tag it as defective and remove it from service.

Do not apply more weight on a ladder than it is designed to support.

"Your Company Name"

Employee Safety Incentive Policy

Employee Acknowledgment

At "Your Company Name", the safety of our employees is our greatest concern. We are always striving to improve safety standards and reduce incidence of injuries. We want you to feel confident in your security while you are on the job site or at the workplace, which is why we established this Employee Incentive Safety Policy.

All employees are expected to understand and actively participate in these safety procedures, guidelines and requirements. "Your Company Name" encourages its employees to take a proactive approach in identifying potential problems or violations by promptly reporting them to their supervisor.

Prior to working on any "Your Company Name" job site or workplace, each employee is expected to have read the entire Employee Safety Incentive Policy, which includes:

General Worksite and Workplace Safety

Material and Equipment Safety

Fall Safety

If you have any uncertainty or questions regarding the content of these policies, you are required to consult your supervisor. This should be done prior to signing and agreeing to the "Your Company Name" Employee Safety Incentive Policy.

I have read and understand "Your Company Name"’s Employee Safety Incentive Policy, and I understand the requirements and expectations of me as an employee. I will do everything within my power to keep myself and my co-workers away from hazards because I know safety is everyone’s responsibility. In the event that an injury does occur, I will promptly report all injuries regardless of the consequences relating to this incentive program.

I understand that it is a requirement for all employees to promptly report all workplace injuries regardless of how it affects the debits and credits system of the Employee Safety Incentive Program. I have read the terms outlining workplace accidents and understand that they are consistent with those outlined in the Workplace Safety Policy.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_