

	SAFETY INCENTIVE PROGRAM	Page 1 of 2
Original Issue Date: 04/16/19	Last Reviewed: 07/24/19	Revision Number: 1

PURPOSE AND SCOPE

To increase awareness and everyday communication regarding employee safety issues. The program provides incentives to actively participate in identifying, discussing, and correcting potential safety issues within department functions. The program is intended to help safety discussions go beyond monthly Safety Committee meetings and the regular Committee members.

DEFINITIONS:

Safety Committee: The Human Resources Administrator, a representative from PMA Group, and a group of at least six (6) employees from various City departments whose role is to identify, discuss, and correct potential safety issues for City employees; Membership shall consist of at least four (4) employee representatives consisting of employees who do not supervise subordinates, and at least two (2) management representatives consisting of employees who supervise at least one subordinate; There shall at no time be more management representatives than employee representatives; Employee representatives may volunteer to serve a continuous two (2) year term or may be appointed by their supervisor; Management representatives serve as business needs dictate but not longer than a continuous two (2) year term; All terms are staggered.

APPLICABILITY

This policy applies to all City Officials and employees including, but not limited to, full time, part time, and intermittent / seasonal / special employees.

GENERAL GUIDELINES:

1. Suggestions will be submitted using the supplied form located at each box.
2. Completed forms are placed in the safety suggestion boxes located in all facilities with the exception of the Finance Building and will enter the employee in a raffle to win a \$10.00 Wawa Gift Card.
3. The first suggestion submitted is eligible to be recognized and awarded, but not repeat or duplicate submissions of a measure at subsequent locations/buildings/vehicles.
4. An email acknowledging submissions will be sent to employees who identify themselves. The email will also inform the employee if their submission was deemed valid/invalid.
5. Suggestions will be determined to be valid if they identify ways improve safety conditions and awareness in the workplace and include a reasonable recommendation as a solution.
6. If the suggestion is valid but cannot be implemented due to cost or other barriers, the suggestion is still eligible to enter the raffle.
7. The Safety Committee will review all submissions monthly and made a decision by virtue of a majority vote.

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8. The Safety Committee will provide all submissions to the respective Appointing Authority and Department Directors to determine the appropriateness of the suggestion.
9. Employees will be recognized at a City Council meeting if their suggestion is implemented.
10. At the last Safety Committee meeting of the year, one (1) raffle ticket from all of the submissions will be drawn to award one department with a year-end pizza party.
11. The City Manager reserves the right to cancel the program at any time, and/or limit the number of forms submitted by an individual employee; however, it is the goal of the policy to promote as many valid safety improvement observations as possible.

PUBLIC RECORDS

Not Applicable.

VIOLATIONS:

Not Applicable.