

# **Safety Incentive Program**

## **I. Background:**

The incentive for safe work practices and procedures cannot be placed in a gift or prize that is drawn at random. It is however, part of doing a good job, free from personal injury and the pain and suffering that comes with it. To do this, we need to change the way we think about or look at safe practices and procedures. These practices and procedures are not put in place to make our work harder or longer, but they are in place to keep us from getting hurt. It is all part of the way we act, on the job and off. The work team, wherever they are at, must stop using sayings such as “that’s the way we’ve always have done it”, or “if it’s my time, then it’s my time”. Further, Safety must not be a priority, but rather a basic value. Priorities can be shifted or changed. Safe work practices and procedures must never be compromised. They must be part of the unwritten code that is part of all that we do, no matter what the situation.

## **II. Program:**

- a. This program provides recognition to those individuals, who take charge and improve safety. These individuals will receive the following:
  - (1) Appear on the Risk Management web page with a photo and a short write-up for “special recognition”.
  - (2) Receive a personalized card, signed by the Director of Risk Management thanking them for their contributions.
  - (3) Receive a pin that can be worn on their hat or lapel and certificate of appreciation.
  - (4) Eligible for a special prize drawing, one worth \$300 and one valued at \$200 to be drawn during the annual “Safety Awareness Training Week.”
- b. Personnel to receive this award shall be nominated by either one of the following methods:
  - (1) The individual’s Divisional Safety Committee
  - (2) The Division Manager
  - (3) The City’s Safety Manager or Risk Manager
- c. Nominations may be submitted by any employee to anyone of the above mentioned by using the form attached as Enclosure 1.
- d. Nominations are limited to no more than five individuals in a three-month period.
- e. Upon completion, send nominations to the respective Division Safety Committee with one copy to Risk Management.

**III. Eligibility Criteria:** To be eligible for an award, the action shall be evaluated on the below listed criteria. In all cases, the conditions under paragraph “a” must be met. In addition to paragraph “a” conditions, those conditions outlined in either “b” or “c” must also be met.

**a. Action recommended for an award must be outside of the normal scope and purpose of the employee’s job or duty description.**

**Examples:**

- (1) A crew is digging a ditch to lay an underground system. The backhoe operator correctly slopes the excavation, ensures the sides are supported against cave-in and deposits the spoil pile 2 feet or more away from the edge of the excavation

No award would be granted, because the operator was conducting the work properly and within guidelines

- (2) An employee from one division is on his or her way to Fleet to fuel their vehicle. While in route, they pass a group of city employees from another division working in a trench that is so deep, that only the tops of their heads can be seen. From the road, it is apparent that the spoils pile is right on the edge of the opening and the sides are not supported. The employee stops, contacts the supervisor of the trench crew, and gets the problem corrected.

Employee would be eligible for awards consideration because the action was outside the “scope and purpose” of their normal duty description.

**b. Action taken by employee must have a recognizable, logical explanation clearly linking the action taken to accident or injury prevention.**

**Examples:**

- (1) Supervisor notices one of his or her employees working in an elevated position without the body harness lanyard attached to a secure, immovable devise. The supervisor makes an immediate, on-the-spot correction shortly before the platform on which the employee is standing gives way.

Although the action taken would have a clear explanation to accident prevention, the supervisor would not be eligible for an award because his or her action would be considered within the “scope and purpose” of supervision.

- (2) A refuse vehicle operator is driving down the road, and notices in their rear view mirror that smoke is coming from the back of the vehicle. Suspecting a fire in the load, the driver quickly turns into a large empty parking lot and dumps the load. Using the on-board

extinguisher, the driver controls the flame until the fire department arrives and extinguishes the fire.

Driver would be eligible for award consideration, because the action taken had a clear explanation to the prevention of a vehicle fire.

**c) In the opinion of the reviewing authority, the action taken by the employee must have had the potential to advert either personal injury or property damage.**

**Examples:**

- (1) Janitorial staff has reported that the stairwell in a particular building is extremely slippery, and there are no handrails to support one's self if they do start to fall. Although no one has gotten hurt, they have raised the concern that someone may fall and be seriously injured.

Upon examination of the stairwell and slip testing procedures the staff member may be eligible for award consideration

- (2) The designated smoking area for a particular work group happens to be adjacent to a flammable liquid storage area. One of the employees notices this, and puts in a work order to have the smoking area moved to a more suitable location.

Upon review by the Fire Safety group from Lakeland Fire Department, this individual may be eligible for an award consideration.

Revised: October 1, 2002

## Enclosure 1

### Safety Recognition Nomination Form

Name of Nominee: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Division: \_\_\_\_\_ Dept/BU: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Below, provide a brief description of why the above named individual should be nominated for a Safety Recognition Award. Please provide details, dates, or any other supporting information that may help the reviewer to understand the situation. Attach additional pages or documents if needed.

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Submitted to: \_\_\_\_\_ Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Position: \_\_\_\_\_

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