Sample Safety Incentive Program

This is an example of how one company designed its safety incentive program. This is only an example of the types of activities and measurements that you should consider when designing a safety incentive program.

Purpose
This program is designed to motivate and recognize those employees who perform their job in a safe and efficient manner. This program is driven by leading indicators, which, when performed diligently will eliminate or reduce the opportunity/risk for injuries, spills, fires and property damage.

Incentive program
The facility will be divided into departments. Each of these departments will perform as four teams within their departments. Day shift employees of each department will be assigned to one of the four shift teams as determined by the safety committee.

Each department will have choices to make as to which of the 14 up-stream safety factors they wish to perform. Out of the 14 choices they are required to perform, the first six of these functions (A-F) leaving them to choose four from the other eight. The 14 factors are described below.

A) Job safety analysis (JSA): Each team in the department is required to perform one new JSA a month or revise at least two old JSAs per month. The EHS contact for the department must sign off and retain these JSAs. Track any corrective actions identified on the JSA are to closure on the EHS action list.

B) Behavior observations: Each employee in the department must perform at least two observations a month.

C) Near miss reporting: Each department must report at least 15 incidents per quarter, other than first aids and OSHA recordable.

D) Safety/Environmental regulatory training: Each employee in the department must have successfully completed all of the required safety/environmental training within the quarter. This includes all regulatory training, training on Sops and training required by management of change compilations.

E) Safety equipment inspections: Each department must successfully inspect all required safety equipment: fire extinguishers-monthly, eyewash/showers-monthly, ladders-monthly, harnesses-monthly, exit lights-monthly, escape masks-monthly, SCBA’s/respirators-monthly. The EHS department will verify this information during its audits.

F) Active safety committee representation: Each department will have at least one active* member of the safety committee. This designated member must attend at
least 90 percent of all site safety committee meetings, including emergency meetings called by the EHS manager.

A - F are required

G) **Permit auditing**: Each team within the department will perform at least one permit audit a month. The supervisor is responsible for performing this audit with at least one employee from the same area. He or she is to distribute a copy of the audit findings to the EHS contact for review. The supervisor must note he or she conducted the permit audit for verification purposes. The supervisor must correct any deficiencies found immediately and document the correction on the audit. (no names)

H) **Contractor field audits**: Each team in the department must perform at least one contractor field audit every month. They must document these audits on the contractor work permit. The EHS contact will verify audits by review of contractor work permits.

I) **Department safety committee**: Each department must have an active safety committee that meets monthly (at least 10 months). A non-exempt employee must chair this committee. The committee must have a 60-40 split of non-exempt to exempt. The department’s manager must support the committee. Each department manager, or delegate, must attend all meetings.

J) **Ergonomics**: Each department must have an active ergonomic team, which performs at least one ergonomic study on a specific job task monthly. The EHS contact and management must review and approve this study. Track corrective actions to closure on the EHS Corrective Action List.

K) **EHS auditing**: Departments must designate at least one delegate to participate in the department’s EHS audit, conducted every six weeks.

L) **Corrective action closure**: Each department must completely close ALL corrective actions from HAZOPS, PSSR’s, incident investigations, safety reviews and safety committee meetings by their assigned due dates. Exceptions to this are those that require ordering parts. But the department must provide documentation to show the parts are the only hold-up.

M) **Shift safety meetings**: Departments must perform a safety meeting at the start of every shift. The department must assign any issues that arose to a responsible party with a completion date and tracked to closure. The supervisor is responsible for this meeting, documentation and retention in the control room log book.

N) **Internal housekeeping**: Each team must perform weekly housekeeping in their respected areas. The department is responsible for designing and implementing these housekeeping work sessions.

**Rules**
1.) To successfully participate in this program each Department must, by default, participate in A, B, C, D, E, and F. Each Department must then choose at least four (4) other programs to participate in.

2.) If **ALL** specified requirements are met within their specified time frame, each employee in that Department will receive 25 SAFETY POINTS each quarter the objectives are met by their safety team; each employee in that Department will receive an additional 25 SAFETY POINTS each quarter the objectives are met by ALL four teams in that Department; each employee in the facility will receive an additional 25 SAFETY POINTS each quarter the objectives are met by ALL Departments. In total, each employee can receive up to 75 SAFETY POINTS per quarter.

3.) The SAFETY POINTS will be good for all types of items, including travel packages, clothing, tools, and toys for children, hobby type items, etc. A catalog of goods available under the program will be available from EHS Manager, Safety Engineer and each Departments Administrative Assistant.

4.) SAFETY POINTS can be saved for up to two years and sent all at once. It is up to the recipient to determine their spending. They will be distributed to those that qualify during the months of April, July, October, and January.

Revision Date: