



Title: Employee Safety Incentive Policy
Policy Number: 086

Resolution Number: 18-063
Date Approved: February 20, 2018

PURPOSE:

This policy is designed to motivate and recognize those employees that are reporting incidents and hazards in the workplace. By reporting Report Only (Near Misses) and health and safety hazards, employees are helping in eliminating or reducing the risk for injuries, property damage and equipment damage.

PROCEDURE:

1. The safety incentive award will apply to all union and non-union employees with the Town of Conception Bay South.
2. The safety incentive award will be drawn on a quarterly basis on the first Wednesday after the end of each quarter. All eligible employees during the applicable quarter will have their names placed into the draw.
 - a. First Quarter: January 1 to March 31
 - b. Second Quarter: April 1 to June 30
 - c. July 1 to September 30
 - d. October 1 to December 31
3. In order to be eligible for the safety incentive award the employees will have to submit a hazard report form to their Supervisor regarding a workplace health and safety hazard that beyond the control of an employee to correct or submit a Report Only (Near Miss) report for an incident that occurred to them during their work activities. First aid, medical aid and lost time incidents are not included in eligibility for the safety incentive award.
4. All reports are to be submitted by Management to the OHS Coordinator for review and the OHS Coordinator and a member of the OHS Committee will draw a name as the winner for the applicable quarter.
5. Awards will consist of a certificate and a piece of logoed merchandise or gift card(s).

REVISION HISTORY:

Revision:	Author:	Change Made:	Date: