

SUBJECT  
LOST TIME ACCIDENT AVOIDANCE INCENTIVES

NUMBER  
P13-02

SUPERSEDES: -

APPLICATION: All City Employees

OBJECTIVE: To reduce accidents and prevent lost time injuries.

INFORMATION: The City will host an annual safety dinner for all employees and their spouses to recognize the commitment and excellent safety record of the employees of the City.

In addition, the City will purchase lunch for the employees of any department after the department, as a whole, completes 1,000 consecutive calendar days without a lost time accident and thereafter every additional 400 consecutive calendar days. Before the department's accumulated days are eliminated due to a lost time accident, a determination must be made by the Safety Committee as to the responsible person. If the Committee determines the employee is not responsible for the accident, the department's accumulated days will not be eliminated. If lost time days are eliminated, the department must once again complete 1,000 consecutive calendar days without a lost time accident to qualify for a safety luncheon, and every additional 400 consecutive calendar days thereafter.

The department's supervisor will make arrangements for lunch which must meet the following requirements:

- The meal will be during the noon hour.
- It may be catered in or delivered to the work site if the entire department is unable to attend the offsite function.
- The meal must be taken within 60 days of the date it was earned.

As an added incentive, gift certificates will be given to individuals for accumulating the following consecutive calendar days without a lost time accident.

1,400 days	\$ 5.00 gift certificate
1,800 days	\$10.00 gift certificate
2,200 days	\$20.00 gift certificate
2,600 days	\$30.00 gift certificate
3,000 days	\$40.00 gift certificate
3,400 days	\$50.00 gift certificate
3,800 days	\$60.00 gift certificate
4,200 days	\$70.00 gift certificate

An additional \$10.00 will be added for every 400 calendar days over 4,200.

APPROVED: City Council

9/9/13

Date

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If an employee has a lost time injury, their accumulated lost time days are eliminated and the accumulation starts over.

Each department is required to conduct a monthly safety meeting. If, in any month, a meeting is not held, the department's supervisor, the department's representative on the safety committee and the employee responsible for conducting the safety meeting will have 30 days deducted from their accumulated lost time days.

In addition to the above incentives, if all City employees, as a group, complete one calendar year without:

- a lost time accident; or
- damage to City or public property or equipment, caused by an employee as determined by a majority of the members of the Safety Committee;

each employee will be presented an award to be recommended by the Safety Committee for approval by the City Council at the time the goal is reached. Examples of awards are jackets, a personal leave day, etc.