Supervisors Quick Reference to the Safety Incentive Program

Points are awarded for proactive safety activities

1. Monthly Safety Talks:
   a. Hold a monthly safety talk once a month for your shop workers (10 points per month)
   b. Record attendance at the monthly safety talk (i.e., have a sign-in sheet) (10 points for 80% attendance, fewer points for lower attendance). Note: can hold more than one safety talk session per month to increase percentage.
   c. Input monthly safety talk attendance into LearnerWeb (points will only be awarded based on LearnerWeb data).

2. Accident Investigations:
   a. Report all worker injuries to Work~Connections (Work~Connections Injury or Illness Report Form).
   b. Conduct and document an accident investigation of all accidents (Plant Ops Accident Investigation Form) (5 points each).
   c. Submit the completed accident investigation form to Safety Office (points will only be awarded if the investigation form is sent to the Safety Office).

3. Training Compliance:
   a. Send your workers to OSEH safety orientation and annual safety training (10 points for 90% compliance per month, fewer points for lower compliance percentage).

4. Safety Committee Meetings:
   a. Send assigned department representative(s) to Plant Ops Safety Subcommittee meetings (2 points per subcommittee per month).
   b. Hold a department safety committee meeting (2 points per month).
   c. Submit department safety committee meeting minutes and attendance to the Safety Office (points will only be awarded if the attendance is sent to the Safety Office).

Points are tallied monthly and compiled quarterly. Award determinations will be made quarterly.