



CITY OF SWEET HOME SAFETY INCENTIVE PROGRAM

1. PURPOSE:

To improve safety awareness and promote safe work practices among city employees, and create a work environment where the safety of our employees is at the forefront of every decision we make.

Funding for this program comes from SAIF Corporation dividends with the Safety Committee evaluating the incentive program annually or as often as necessary

2. INDIVIDUAL SAFETY INCENTIVE:

a. ELIGIBILITY REQUIREMENTS

A \$25.00 incentive will be awarded at specified intervals to each full-time and part-time employee meeting the following criteria:

Any individual completing their required period of eligibility without having a “preventable” accident that would require an “801” (accident report form) be submitted to the Worker Compensation Carrier (SAIF), is eligible to receive a \$25.00 incentive.

For periods of eligibility, employees are divided into two groups:

High Risk (Considered Field Employees) These employees have the highest potential for injury/illness due to their position and day to day activities. High Risk Employees are eligible each quarter (3 months) without submission of an 801 for a preventable accident. Employees must also have worked an average of 245 hours during the 3-month period and be on regular duty.

Police Officers	Maintenance Supervisor
Police Chief	Mechanic
Public Works Maintenance Workers	Code Enforcement Officer

Low Risk (Considered Office Employees). These employees have considerably less potential for injury/illness on a day-to-day basis. Low Risk employees are eligible every other quarter (6 months) without submission of an 801 for a preventable accident. Employees must also have worked a minimum of 490 hours during the 6-month period and be on regular duty.

Finance Director and Staff	Engineering Staff
Municipal Court Staff	City Manager and Executive Staff
Library Director and Staff	Community Development Director and Staff
Dispatchers	Public Works Director and Admin Assistant

Part-time employees are only eligible every 6 months and must also accrue a minimum of 490 hours to be eligible.

b. ACCIDENT REVIEW

It is the responsibility of the Safety Committee to review the facts surrounding each claim to determine if the claim was 'Preventable' or 'Non-Preventable', to ensure fair and impartial determinations are made and to recommend corrective action that we feel may benefit the employee, his/her co-workers, and the City.

A preventable accident is an injury that is the direct result of the employee making injury-causing errors, such as losing their balance, not paying attention, or not following safety procedures.

A non-preventable accident is an injury that is caused while following safety protocol, such as assaults and/or violent acts against any employee.

c. DISTRIBUTION OF INCENTIVE

Incentives will be issued at three- and six-month intervals, respectively.

High Risk: quarters ending March 31; June 30; September 30; and December 31.

Low Risk: quarters ending June 30 and December 31.

Taxes for amount of incentive will be recorded on paychecks containing the issuance of \$25.00 incentive. *This program is voluntary, and any employee may opt out of participating in the safety incentive if they so choose.*

Incentives will be issued no later than 30-days following the end of the period being awarded for.