

**Marshall Municipal Utilities**  
**SAFETY INCENTIVE PROGRAM**  
Effective January 1, 2012  
Revised November 14, 2019

**PURPOSE**

This program, established by the Marshall Municipal Utilities' Safety Committee, is a safety incentive program to reward MMU employees, and departments, who are able to recognize hazards and perform their jobs without having incidents which result in a "lost time" or "recordable" injury/illness; as well as conforming to current company policies as defined in this program.

**ANNUAL EMPLOYEE SAFETY AWARD REQUIREMENTS**

Marshall Municipal Utilities designed safety award (A person can only qualify for one (1) MMU designed award per awards year): The program for individual employee safety performance is based on the calendar year, January 1st through December 31st.

An employee must work a minimum of one thousand (1,000) hours during the award year to be eligible for the annual award. If an employee receives a safety related written disciplinary action, or violates the Controlled Substances and Alcohol Use and Testing Policy or Drug and Alcohol Policy, that employee is ineligible for their annual safety award.

If an employee experiences an injury/illness and the injury/illness is classified as a "recordable" injury/illness as defined by the Occupational Safety & Health Administration (OSHA), that employee is ineligible for their yearly award UNLESS the employee has successfully completed all of the following safety activities within the same calendar year:

- 1) Presented three (3) toolbox talks, as attested by the employee's and Department Head's signature on Safety Meeting Report sign-in sheets.
- 2) Conducted one (1) work site safety inspection along with the Safety Specialist. The inspection must be documented on a checklist (which will be provided to the employee), signed by both the employee and the Department Head, and submitted to the Safety Specialist.
- 3) Attended at least seventy-five percent (75%) of all safety training within the year. This includes department specific and utility-wide training (such as biannual first aid/CPR/AED training).

If an employee experiences a second recordable injury/illness within the same calendar year, that employee is ineligible for their yearly award regardless of completed safety activities.

All employees are required to report to a supervisor or member of management all accidents/illnesses and damage to property immediately. If an employee does not report such an incident immediately, he/she will be ineligible for their annual safety award. If a supervisor or member of management fails to immediately report an employee reported incident, that supervisor or member of management will be ineligible for their annual safety award. If an employee becomes ineligible for their annual safety award as determined by the Safety Specialist due to violating any portion of this program, he/she will be formally notified by letter within seven (7) working days explaining why such action was taken.

## **AWARD OPTIONS**

- Gift Card: \$100
- Paid Time Off: 1 Day (**Not to be used in increments**)

## **ELIGIBILITY**

All current employees of Marshall Municipal Utilities will be eligible to participate in this program.

## **DEPARTMENT SAFETY AWARD LUNCH**

This program is for each MMU Department and is a continuation of the current departmental safety award lunch program. When a department completes a calendar year (as defined in the next paragraph) without a “recordable” incident, the department will be rewarded with a lunch. This will continue annually until that department experiences a “recordable” incident.

When a department experiences a “recordable” incident, that department becomes ineligible and their award date will change. The department’s new award eligibility period will begin after the date of the most current “recordable” incident, or the date the employee first loses time. Example: If a department has a “recordable” incident on October 1st, their new calendar year would begin on October 2<sup>nd</sup> and end on October 1<sup>st</sup> of the following year.

If an employee reports an injury/illness that is not considered a “recordable” incident, the current award eligibility period for that department does not change. If the employee’s reported injury/illness is classified as a “recordable” incident after the initial award eligibility period, that department would begin a new award eligibility period from the date the injury/illness becomes a “recordable” incident. The affected employee would be ineligible for their safety incentive award for that calendar year unless the employee has successfully completed all of the safety activities described above in *Annual Employee Safety Award Requirements*.

## **ELIGIBILITY**

All current employees of Marshall Municipal Utilities will be eligible to participate in this program.

## **SAFETY SLOGAN AND TOOLBOX TALK INCENTIVE PROGRAM**

The purpose of this program is to encourage that weekly safety talks are held at each MMU facility and/or department. It is hoped that the safety slogan and toolbox talk (TBT) incentive will help to motivate supervisors to conduct a relevant safety talk each week, and for the employees to encourage the supervisor to conduct the safety talk. To encourage this, Marshall Municipal Utilities’ Safety Committee has established the Safety Slogan and TBT Incentive Program as a means to accomplish the awards program below.

Once a year, employees are given the opportunity to submit Safety Slogans for each month. The members of the existing Monthly Safety Committee vote on the best monthly slogan. The employee who submits the monthly winning slogan receives a \$25 gift certificate and the winning slogans are printed on the monthly toolbox talk(s) provided by the Safety Specialist.

The safety slogan appears at the bottom of each safety meeting guide (TBT) sent to all supervisory personnel. Other employees present during a safety meeting have the opportunity to hear what the safety slogan is. Additionally, the current month's safety slogan will appear in the *Exchange* newsletter distributed at the beginning of each month.

## **ELIGIBILITY**

Current employees of Marshall Municipal Utilities will be eligible to participate in this program.

### **EXCEPTIONS:**

1. General Manager, Department Heads, Human Resources Manager, and the Safety Specialist are not eligible to participate in this program.
2. Employees who experienced a recordable injury during the preceding or current month shall be ineligible to receive an award. Any employee experiencing a recordable or lost time injury will become ineligible to receive an award for three (3) months.
3. Any employee that violates the Controlled Substances and Alcohol Use and Testing Policy, or Drug and Alcohol Policy shall be ineligible for a period of one (1) year.

## **AWARD FREQUENCY**

Each calendar month, a list of employees' names (10% of those eligible) will be randomly selected, by the Safety Specialist's or Human Resources Manager's computer, and the randomly selected employees will become pre-qualified as potential monthly award winners. The pre-qualified employees that correctly identify the safety slogan for the current month will be presented with an award {awards vary (Ex. Gift certificate, safety glasses, PPE, tickets to sports events, "freebies" received by Purchasing, GM and Human Resources Manager, etc.)}.

## **NEAR MISS INCENTIVE PROGRAM**

Marshall Municipal Utilities believes in advancing safety by learning from our experiences. One of the most beneficial tools is a Near Miss reporting procedure whereby incidents that did not result in damage or injury, but potentially could have, should be reported allowing the incident to be investigated and corrective actions taken before any further incidents occur. To encourage the use of the Near Miss program, all employees that submit a qualified near miss report will receive an incentive award to reward their involvement in the safety program. Quarterly, the safety committees will review all qualified near miss reports submitted during the quarter to determine which near miss report provided the most benefit to making MMU a safer place to work. The employee that submitted the winning report will receive a \$25 gift certificate. Annually, the safety committee will choose the report that provided the most benefit from the four (4) quarterly winners for a \$50 gift certificate.