

## CITY-WIDE SAFETY INCENTIVE PROGRAM

### 1.0 Purpose

- 1.1 To reduce workers compensation, vehicle and property/general liability accidents.
- 1.2 To increase safety awareness among the entire City workforce and to promote the idea that the safest methods and procedures are the only acceptable manner of operation.
- 1.3 To recognize and reward work sections for achieving established City safety goals.

### 2.0 Scope

- 2.1 The City-wide Safety Incentive Program will coincide with each calendar year and will apply to all employees of The City of Lake Forest.

### 3.0 Policy

- 3.1 This directive establishes the policy concerning the administration, procedures and distribution of the safety incentive program and rewards.
- 3.2 The Director of Human Resources, as the City's designated Safety Officer, will serve as the program administrator for the Safety Incentive Program. The responsibilities of the program administrator are to plan, coordinate, monitor and evaluate the activities of the Safety Incentive Program in conjunction with the Executive Safety Committee.

- 3.3 For purposes of this program, the following definitions will apply:

**Incident** - any occurrence where the potential for injury or damage is present but did not occur or where the cost of the injury or damage is less than \$500.

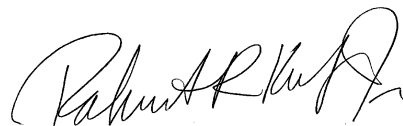
**Accident** - any occurrence which causes a loss in excess of \$500 to the City through personal injury or damaged equipment or property, as well as third party personal injury or damaged vehicle or property, and personal injury accidents which result in lost time.

- 3.4 The Accident Review Board of each department will make the final decision as to accident or incident, and only those determined to be accidents which cause either a loss in excess of \$500 to the City or a personal injury requiring treatment will apply to the loss experience score for the purposes of this incentive program.
- 3.5 Each department safety committee is responsible for establishing recommended safety goals for the year. These goals will be forwarded to the Executive Safety Committee by the end of January each year. The Committee will review the goals, and modify them for purposes of consistency if necessary. The Executive Safety Committee will exercise final approval of the goals. Goals not received from a department or section by the end of January will disqualify the entire department from participating in the incentive program for that year.

- 3.6** All work groups meeting their annual goals will collectively be eligible to receive up to 10% of any rebate received from IRMA. The money will be divided on a pro-rata basis, and is to be used by the particular work groups for something which benefits the entire group. The use of these funds is subject to the approval of the Executive Safety Committee. Individual cash awards may not be given.
- 3.7** If the pool of funds to be dispersed among the work groups is less than \$8,000 (which causes de minimis awards for each qualifying department), the funds will be used for special training or other uses in various departments of the City. Members of the Committee will submit possible training opportunities or departmental needs. The use of the funds will then be determined by a vote of the Executive Safety Committee.
- 3.8** The Executive Safety Committee will be responsible for distributing the awards and has total discretion in the matter, with the approval of the City Manager.
- 3.9** The award program shall be based upon the calendar year, with the one-year period beginning January 1 and ending December 31. Any awards will be distributed 90 days from the receipt of the IRMA rebate.
- 3.10** The program shall be evaluated annually by the Executive Safety Committee. This evaluation may result in either changes to the program or the termination of the program, dependent upon its success.

#### **4.0 Distribution**

- 4.1** Employee Information Site, [www.citylf.org](http://www.citylf.org) under HR/Administrative Directives/Safety Policies.



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