

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 02.01.025	PAGE 1 of 2
	EFFECTIVE DATE September 27, 2007	
SUBJECT Employee Safety Incentive Award Program	SUPERSEDES New	DATED
CHAPTER Administration	SECTION General Administration	APPROVED BY Signature on File

PURPOSE

This formalizes the policy and procedure (P&P) of the department to fairly and equitably recognize and reward individuals and organizational units for good safety practices.

POLICY

It is the Department of Transportation and Public Facilities (DOT&PF) policy to formally recognize employees and organizational units for significant contributions to workplace safety.

PROCEDURE

Supervisors are encouraged to recognize employees that perform their assigned duties in a safe manner. Supervisors can make recommendations to their designated safety officers for all safety incentive awards.

On the Spot Awards

On the spot awards are given by a supervisor or a lead after witnessing an outstanding safety act. Requests for this level award will be made to designated safety officers or an individual designated for such purposes. Safety officers must be notified of all awards presented. Examples of awards include: baseball caps, tape measures, flashlights, coffee cups, and lapel pins. These awards will be purchased and stored in regional procurement offices and distributed for an award upon request.

No person may receive more than one "on the spot award" in any three month period.

Individual Awards

By the end of each calendar year (December 31st), each section or unit can submit the name of a person worthy of recognition for their individual efforts towards workplace safety to the Statewide Safety Officer. Nominations should be approved by the regional, system or division director and submitted in writing to the appropriate safety officer. The awards will be presented by senior management in a gathering of their peers for

recognition. Awards level will be determined by the region/system/division supervisor and should be consistent and valued similarly. Examples of awards include:

Baseball caps	Lapel pins	Jackets
Tape measures	Multi-purpose tools	Pen and pencil sets
Flashlights	Pocket knives	Duffle bag
Coffee cups	T-shirts	

Some awards can be purchased and stored in regional procurement offices and available for distribution upon request. Other more personal items will be procured by Headquarters procurement staff in time for formal presentations among their peers.

Unit or Section Awards

Each calendar year the lost time injuries report will be reviewed to determine which units or sections will be recognized for their outstanding safety performance. Lost time injuries are determined using the number on the official Report of Injury forms sent to Risk Management each year. A plaque and letter of appreciation will be presented to each unit or section that achieves no lost time injuries and/or makes significant progress towards reducing injuries and promoting workplace safety. Nominations will be recommended by the Safety Task Force to the Commissioner.

Region/Division/System Awards

Each calendar year the commissioner will award a major organizational group the departments safety award. The award will be based on the lowest actual lost time injury rate and recommendations by the organizational unit's director. The award will be placement of the region/division/system's name on a traveling plaque for the year. A cake celebration in conjunction with this presentation would be appropriate.

AUTHORITY

AS 44.17.030
AAM100.090

IMPLEMENTATION RESPONSIBILITY

Deputy commissioners, regional and division directors, system directors and managers, supervisors, safety task force members and department safety officers

DISTRIBUTION

All department employees via the DOT&PF website