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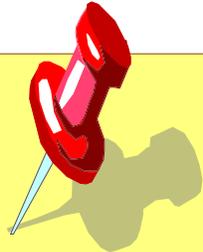
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WANTED

**Examples of successful
Incentive Programs to
include in future revisions
to this Chapter.**

CHAPTER 8: INCENTIVE PROGRAMS

1. REASON FOR INCENTIVE PROGRAMS

DOE Order 440.1 requires DOE Elements to “encourage the involvement of employees in the development of program goals, objectives, and performance measures and in the identification and control of hazards in the workplace.” Title 29 CFR Part 1960 directs the head of Federal agencies to “ensure that the agency budget submission includes appropriate financial and other resources to effectively implement and administer the agency’s OSH program.” Among these “appropriate resources” are “program promotional costs.”

In accordance with these directives, DOE Elements may establish monetary or nonmonetary awards to meet special needs or missions of their respective organizations, including the FEOSH program.

In recent years, efforts have increased to create an “accident-free” workplace. Statistics show that the majority of accidents are not the result of an “act of God” but the result of an apathetic attitude toward safety by individuals. Too many employees have the belief that “accidents always happen to others and not me.” Therefore, employers must change workplace safety attitudes in order to improve workplace safety conditions.

This presents a real challenge. Often, it is human nature to seek the path of least resistance (or the easiest means) when it comes to work. So, if cutting corners will speed the task, safety precautions and procedures may be ignored. **This type of mentality or “culture” must be changed in order to establish a safe working environment.**

Changing safety culture is a slow process. Most companies successfully accomplishing this cultural change agree that it does not happen overnight. The process may take as long as 3 to 5 years. A corporate safety and health goal is a cornerstone to accomplish the change. Along with the goal must be clearly communicated objectives. There must be the basic belief that **all accidents can be prevented** if an uncompromising safety and health environment is to be established.

2. EXAMPLES OF INCENTIVE PROGRAMS

Following are various incentive programs that change employee culture.

Safety Bucks are earned by various means—safety suggestions, good safety conduct, team participation, attendance at safety meetings, coordinating and participating in safety meetings, etc. They are valued between \$1 and \$5 and may be redeemed at the cafeteria or company store. More noteworthy safety achievements earn more safety bucks.

Management Promotions are random phone calls made by management to ask employees various safety program questions. If the questions are answered correctly, gift certificates to area restaurants (or redeemable vouchers for other prizes) are won.

Slogan/Logo Contests are conducted at many sites. In these contests, employees submit a slogan/logo that will be placed on hard hats, clocks, employee badges, etc. to constantly remind the workforce to strive for a

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safer workplace. The contest winner receives some type of prize, such as dinner for two, money, etc.

Safety Lotto is a ticket that employees receive for “good safety deeds,” such as reporting hazards, reminding employees of safety procedures, submitting safety suggestions, or coordinating or making presentations at safety meetings, etc. The lotto tickets win in two ways—a “scratch-and-win” on one side of the ticket or a monthly drawing on the other side. Prizes for instant winners vary by site. In the monthly drawing, employees put their name and other information on the ticket and enter it. Three to five prizes, such as dinner for two people, are awarded.

Safety Bingo may only be played by employees who maintain safe working conditions and personal safety. Bingo cards are provided at the first of the month. Numbers are drawn daily and centrally posted. The first employee with “Bingo” wins \$100. Once a winner is declared, a new game begins. If an employee has any type of accident (first aid or recordable), he/she forfeits his/her card. To prevent employees who forfeit cards from working unsafely, a new card is issued. However, the game begins with all numbers open.

Pizza Party is held when an employee scores 80 percent or higher on a survey that indicates how much distributed and posted safety information the employee reads and remembers. For example, mugs, flashlights, key chains, etc. with safety mottos, slogans, or other important information are given to employees. Safety paper cafeteria table “tents” are posted and distributed at safety meetings. Other creative tools are also prepared and made visible at sites. Hopefully, all employees will retain 80 percent or more of the information.

Appendices 8-1 and 8-2 are examples of other DOE programs that recognize employees for exceptional performance, including FEOSH performance. DOE Elements are encouraged to submit their own employee recognition and incentive programs for Handbook inclusion and site use. To submit the information, mail it to the address shown in the “Introduction.” □

APPENDIX 8-1

Instructions for Completing the "Caught-in-the-Act" Form

Initiator

1. Enter the employee's name in the designated block.
2. Explain briefly why you are giving this award to this employee by stating the situation and what the employee did that was an outstanding safety action. Some of the reasons you may want to give an award are:
 - **Actions that have a safety impact that are beyond the scope of the employee's regular duties.**
 - **Actions that are unusual or deal with a safety problem/hazard in an unusual way.**
 - **Actions that are beyond the normal call of duty.**
 - **Actions that are non-routine or are not part of the normal work process.**
 - **Actions that provided an unusual safety benefit to the public even if during non-working hours.**
 - **Actions that have resulted directly in saving the life of another person, whether that person was an employee or not.**
3. Sign the form where indicated and date.
4. Give the form to the employee.

Receiver

1. Take the completed form to the warehouse (B-19) to choose your award.

Warehouse

1. Provide the chosen award to the employee.
2. Send this form to the METC Safety and Health Manager, M/S A05.

Type of award that was issued: _____

APPENDIX 8-2

**U. S. DEPARTMENT OF ENERGY
NEVADA OPERATIONS OFFICE
NOMINATION FOR EMPLOYEE RECOGNITION**

Area of Recognition:

<input type="checkbox"/> Customer Service	<input type="checkbox"/> Suggestion (Attach Justification)
<input type="checkbox"/> Quality Improvement	
<input type="checkbox"/> Sustained Accomplishment	<input type="checkbox"/> Time Off
<input type="checkbox"/> Special Act or Service	

*Employee (Complete Payroll) Name _____

* If group recognition, attach "Group Recognition Nominees" form

*Employee SSN** : _____ Date of Birth** _____

** Leave blank if information not available - HRD will complete

*Employee's Series/Grade: _____ Division: _____

Organization Recommending Recognition: _____

Amount \$ _____ Time Off (Hrs): _____ Requested Effective Date: _____

Summary of Recognition Merit: _____

APPROVALS

Initiator	Name/Title	Signature/Date
(Team Leader or Supervisor for Level II; Supervisor for Level III; AM for Level IV)		

Employee's Supervisor	Name/Title	Signature/Date
(Concurrence if not initiator)		

Second Level (or above)	Name /Title	Signature/Date
(AM for Level III; Manager for Level IV)		

Recognition Panel Concurrence (For Level II and above)

APPENDIX 8-2

AWARD JUSTIFICATION

<p>LEVEL I \$50 - \$10071-10 Hrs</p> <p>This employee, or group of employees, demonstrated performance that contributed to the efficiency, economy, or other improvement of Government operations.</p> <p>May be initiated by any employee in the organization for any other employee. Award must be approved by the nominated employee's supervisor.</p>	<p>LEVEL II \$150 - \$100711-20 Hrs</p> <p>This employee, or group of employees, demonstrated performance that resulted in a substantial contribution to the efficiency, economy, or other improvement of Government operations.</p> <p>May be initiated by any Team Leader or Supervisor. If the initiator is not the employee's supervisor, then concurrence by the employee's supervisor is required. The award must be approved by the nominated employee's first or second level manager.</p>	<p>LEVEL III \$1050 - \$3000721-30 Hrs</p> <p>This employee, or group of employees, demonstrated performance that resulted in a significant contribution to the efficiency, economy, or other improvement of Government operations.</p> <p>May be initiated by any Supervisor. If the initiator is not the employee's supervisor, then concurrence by the employee's first or second level supervisor is required. The award must be approved by the Assistant Manager of the nominated employee.</p>	<p>LEVEL IV \$3050 - \$750031-40 Hrs</p> <p>This employee, or group of employees, demonstrated performance that was of exceptional value to the efficiency, economy, or other improvement of Government operations.</p> <p>May be initiated by any Assistant Manager. If the initiator is not employee's Assistant Manager, then concurrence by the employee's first or second level supervisor is required. The award must be approved by the Manager.</p>
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APPLICATION (Check one)

LIMITED: Affects functions, mission, or personnel of a division or divisions of DOE/NV.

Level I: \$50 - \$100 Level II: \$150 - \$550 Level III: \$1050 - \$1700 Level IV: \$3050 - \$4500

MODERATE: Affects functions, missions, or personnel of all DOE/NV.

Level I: \$150 - \$200 Level II: \$600 - \$800 Level III: \$1750 - \$2350 Level IV: \$4550 - \$6000

EXTENDED: Affects functions, mission, or personnel of DOE/NV and beyond.

Level I: \$250 - \$300 Level II: \$850 - \$1000 Level III: \$2400 - \$3000 Level IV: \$6050 - \$7500