

Incentive Timeline for Safety Programs

After acquiring your approval and budget, here are your next steps:

1) Review the goals of the program with LinJen.

What do you hope to accomplish in the next year?
How will we know if we are realizing your goals?

Discussion should include: a confirmation of the starting date, the physical location(s) of the participants, the age range, gender and ethnic backgrounds of the group, the “personality” of the group and hobbies/sports, etc., that they enjoy, a look at your past safety records and areas you’d like to see improved. Are there multiple reporting groups whose numbers you will want to keep separate?

After this discussion, LinJen will assist you in selecting a theme which aligns with your demographic profile. The program’s promotion and awareness materials will be organized under the theme name and graphics.

2) After the theme is agreed upon, LinJen will line up suggestions to promote the program to your supervisors, program administrators and employees. Products will be decided on, proofed and ordered. A distribution system and time table will be established.

We will also begin to design your website.

3) You will need to analyze what safe behaviors are important for employees to demonstrate. Make a list of these behaviors. If the numbers are available, see if you can check your last year’s performance.

Where possible, determine what percent of improvement you’d like to see in each area. (i.e. Near Miss reporting—20% improvement? You select what behaviors are important and we’ll weight the points toward your goals).

Assign points to behaviors. (LinJen can assist you to keep you in budget).

--On one day (you can probably evaluate this in a few hours) review what behaviors you want improved. Send us your list for feedback. Then let rest a few days before finalizing your decisions.

We can help you assign points (If you have some past numbers it will be easier. If you don't now, with this system you will have a baseline for future years).

See some ideas from some of our past programs:

Code	Comment	Points	Fixed		
Other	(Type in reason for points)	0		Edit	Delete
Fill&Atd SiteSafeCom	Filling in and attending the site safety committee meeting	5000	F	Edit	Delete
Haz. Recog. & Corr.	Hazard recognition and correction	8000	F	Edit	Delete
Outstand Attend&Part	Outstanding Attendance and participation at the site safety committee meeting	5000	F	Edit	Delete
Prep. Safe MatGrpSet	Preparation of safety material used in a group setting	10000	F	Edit	Delete
Pres. Safe Mat.	Presentation of safety material	10000	F	Edit	Delete
Rec. New/Imp. PPE	Recommending new/improved PPE	10000	F	Edit	Delete
Signif. Near Miss	Reporting a Significant Near Miss	30000	F	Edit	Delete
Report Trap	Reporting a Trap	20000	F	Edit	Delete
Safe Leader Role	Safety leadership role	5000	F	Edit	Delete
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Code	Comment	Points	Fixed		
Safe Obs. Fleet Chg.	Safety Observation/idea resulting in fleet change (management discretion)	15000	F	Edit	Delete
Safe Obs. Site Chg	Safety observation/idea resulting in site change	10000	F	Edit	Delete
Safe Proc. Enhance	Safety procedure enhancement	8000	F	Edit	Delete
Safe Rel. Good Catch	Safety related "Good Catch"	5000	F	Edit	Delete
Safe Chair	Serving as the Site Safety Chair	13000	F	Edit	Delete
Serve Site Safe Comm	Serving on the site safety committee	8000	F	Edit	Delete
Write Week Safe Msg	Writing the Weekly safety message	8000	F	Edit	Delete
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4) Website: approval of design, uploading of employee information to be able to capture information & be able to communicate & reward employees, enter behavior and award point structure, welcome letter.

After you decide on the behaviors you want to reward for and how to assign points, we will send you information on how to upload your employees into the system.

5) Announcement of the program to all of the supervisors and get buy in for the program.
(Supervisors get safety leadership items. They are a part of safety leadership and can use this tool to encourage safe working behaviors).

6) Training of the program to the administrators and supervisors.

7) Hard launch and kick off with all employees and at all locations.

8) Have a schedule to update award points. Review points on a monthly basis to be able to react to situations and make the most of this behavioral tool.