

**Purpose:**

- 1 To establish guidelines to provide significant positive and tangible recognition annually to those employees in safety sensitive occupations.

**Policy Statement(s):**

- 2 The City has established a reserve from savings resulting from:
  - (1) maintaining safety at a level that results in The City having WCB costs lower than the average of Alberta cities; and
  - (2) participating in the “Partners In Injury” reduction program with other Alberta municipalities, resulting in the rebate of WCB premiums when accident rates are lowered in municipalities.
- 3 Interest from this reserve will be used to fund safety awards on the basis of \$50.00 per employee per year. Departments will be able to allocate that amount at their discretion.
- 4 These awards will be available for all permanent and non-permanent outside employees or employees in higher risk occupations.

**Definitions:**

- 5 Safety sensitive means any position or work environment where a worker engages in a process, function, or duty that has the potential to cause harm, including injury or death to a worker, any other person, or any property. Safety sensitive includes, but is not limited to, any position or work environment where a worker operates a vehicle, other mobile equipment and/or any other heavy equipment.
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**References/Links:**

- 1 2005-CA Occupational Health & Safety
- 2 2201-CA Hazard Assessment, Elimination, and Control
- 3 2201-CP Hazard Assessment, Elimination, and Control

**Scope/Application:**

- 1 Permanent Employees:
  - (1) Eligible permanent employees will receive credit for each calendar year they work without incurring a preventable loss.
- 2 Non-Permanent Employees:

- (1) Eligible non-permanent employees will be recognized based on 1,500 hours of preventable accident-free work as equivalent to one year. Hours will accumulate over year-end and the year in which 1,500 hours is accumulated will result in an award being presented. Hours will begin to accumulate at the start of the next calendar year after an award has been presented.
  - (2) Non-permanent employees must work a minimum of 400 hours each year to qualify for the accumulation of hours towards a safety award.
- 3 Awards will be presented for all years except 25, 30, and 35 years accident free. For those years a separate award will be made as part of the organization's Recognition Program.
  - 4 If an employee has one or more preventable vehicle incidents that resulted in property damage, personal and/or lost time injury from a situation that occurred due to the non-adherence to safe work practices, and where the employee did not do everything reasonable to prevent the situation from occurring in a calendar year, a safe work practice award will not be presented and the employee involved will not accrue any time towards milestone awards for that year.
  - 5 Retirees will be eligible for safety awards if they have worked more than half of the year.

**Authority/Responsibility to Implement:**

- 1 Departments shall identify the individuals to receive awards and the cost of the awards, and forward that information to the Human Resources Department.
- 2 The Human Resources Department will verify eligibility and transfer the funds to the departments.
- 3 Departments will be responsible for choice of award, obtaining, and distributing the awards.

**Inquiries/Contact Person:**

- 1 HR Team Leader – Wellness & Safety

**Policy Monitoring and Evaluation:**

- 1 This policy will be reviewed in conjunction with the recurring three year comprehensive review of safety related policy and procedure, conducted by the HR Team Leader – Wellness & Safety.

**Document History:**

<b>Date:</b>	<b>Approved/Reviewed By:</b>	<b>Title:</b>
Approved: January 27, 1997	"Craig Curtis"	City Manager
Revised: January 2001	"Norbert Van Wyk"	City Manager
Revised: June 24, 2011	"Craig Curtis"	City Manager
Reviewed: April 10, 2012	"Marge Wray"	Human Resources Manager

Reviewed: September 13, 2019	“Kristy Svoboda”	Director of Human Resources
Reviewed: October 8, 2020	“Tracy Bruce”	Human Resources Manager