

Safety Makes Cents...



See the questions and answers below to learn more about the City of Andover's Safety Incentive Program

1. Q. How does the Safety Committee recognize departments' good safety habits?

A. Starting July 1, 2014, the Safety Committee will begin tracking each department's performance with regard to two safety criteria:

- 1 No time missed due to a work comp accident.
- 2 No at-fault motor vehicle accidents

These criteria will be reviewed on a quarterly basis. For the first quarter of the incentive program, we will therefore be looking at the time period of July 1, 2014 –September 30, 2014. Departments that meet the goals will



receive their choice of two rewards:

Lunch/dinner (depending on shifts) for everyone in the department. (A budget of \$7/person will be provided), or

Movie tickets to the Warren Theater (1 per employee)

Employees can choose individually which reward they want to receive. It is up to the Supervisor to ensure employees only receive one reward per quarter.

Departments can decide where they want to order their food from and work with the Assistant City Administrator or City Treasurer regarding payment.

Orders for movie tickets should be provided to the Assistant City Administrator.

Please note that **Dispatch** and **Municipal Court** employees are considered **Police Department** for the purposes of the Safety incentive program and **Administration** includes **Building Inspection** employees.

Contact your Safety Committee representative with questions.

Paula Babb - Administration
Chris Geeseka - Parks
Deje Glassburn - Building Inspection
Steve Harryman - Police
Shawn Speere - Wastewater
Jennifer McCausland - Administration
Chief Russell - Fire
David Worthington - Streets



Safety Makes Cents...(continued)

2. Q. Will the Safety Committee Recognize individual employees?

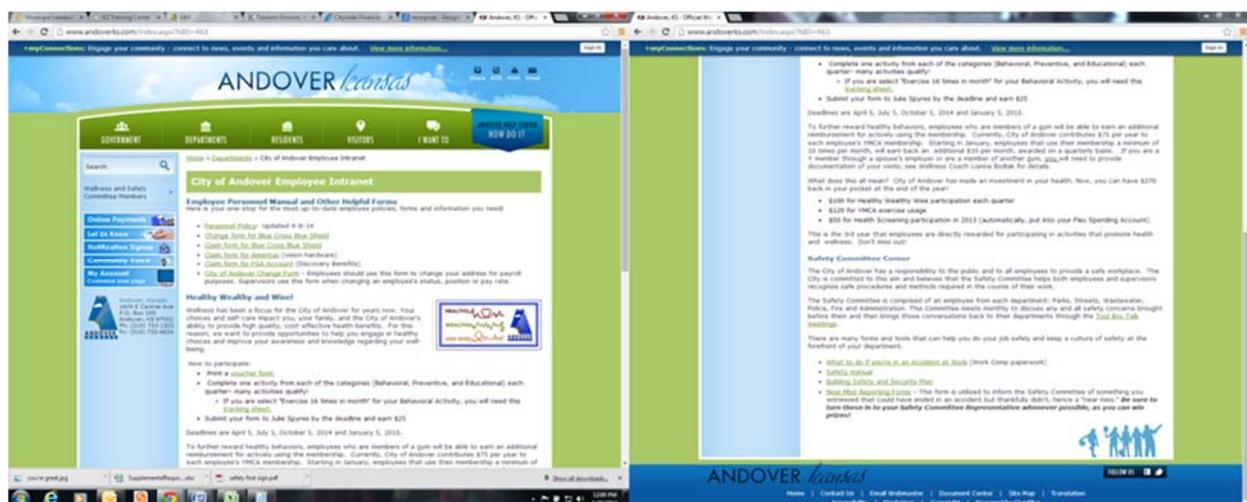
Yes, through the Near Miss and Super Safety Reporting processes. Employees who see something that could have resulted in an accident, but thankfully didn't, can turn these situations in to the Safety Committee via your Department's Representative. Employees can also turn in coworkers who are going above and beyond to be extra safe. Each month a drawing will be held of all the nominators as well as all the Super Safe employees; one winner each month will receive two movie tickets.



3. Q. Where do I find Near Miss Reporting forms?

A. The city's intranet page: www.andoverks.com/employee

Here you will also find other valuable resources about safety. Check it out!



4. Q. If I am in a motor vehicle accident at work and it's not my fault, will this be held against my department?

A. No. Only at-fault motor vehicle accidents will cause a department to forfeit the reward.

5. Q. If I'm in a car accident while not working, will that count against my department?

A. No, the Safety Committee is only tracking motor vehicle accidents that occur while employees are working or in City vehicles.

6. Q. Is there an overall winner?

A. No. There is not a point system with this incentive program. Rewards are only provided to departments and individuals for the reasons outlined in Questions number 1 and 2.