

PERSONNEL POLICY 93-1

SUBJECT: Safety Incentive Program

PURPOSE: To encourage all City employees to become more safety conscious and to reduce accidents, injuries and lost work time.

APPLICABILITY: All City Employees.

REFERENCES: Resolution 58-1992-93, dated January 7, 1993.

POLICY STATEMENT: It is the policy of the City of Clarksville to provide a safe work environment for all its employees and to continually strive to reduce work related accidents and injuries. To that end, a safety incentive program is adopted to heighten safety consciousness of all employees.

IMPLEMENTATION: A safety incentive program, called the "100 = 1" program has been established which grants one (1) day off from work with pay, termed a Safety Day, when the entire city workforce, including full-time, part-time and seasonal employees, goes one-hundred (100) consecutive calendar days without incurring a lost time accident or injury. A lost time accident or injury is one in which the employee misses one full day or one shift of work as a result of the accident or injury.

Such Safety Day will be credited to the annual leave account of each employee and may be used at the discretion of the employee in such manner as regular leave. Only those employees, who by the virtue of their employment status earn annual leave benefits, will be entitled to the Safety Day.

The official count of accident free workdays will be maintained by the Risk Management Office. Whenever an accident or injury occurs which results in a lost workday, the count will go back to zero (0) and the process will begin again, until such time as the City workforce has no lost time accidents and injuries for one-hundred (100) consecutive calendar days.

OFFICIAL DOCUMENT

APPROVED BY THE CITY COUNCIL JANUARY 7, 1993

EFFECTIVE DATE: JANUARY 8, 1993

SAM PODURGAL, HUMAN RESOURCES DIRECTOR

RESOLUTION 58-1992-93

A RESOLUTION ESTABLISHING A SAFETY INCENTIVE PROGRAM FOR EMPLOYEES OF THE CITY OF CLARKSVILLE, TENNESSEE

WHEREAS, accidents and injuries incurred on the job result in needless pain and suffering to employees and their families; and

WHEREAS, lost work days due to accidents and injuries result in additional work load for others and reduces effectiveness of the work force; and

WHEREAS, accidents and injuries are costly to the City in terms of Worker's Compensation and medical claims; and

WHEREAS, it would be beneficial to the City and to the employees and families if accidents and injuries could be reduced or eliminated; and

WHEREAS, incentive programs have long been recognized as an effective way to encourage employees to work more safely thereby reducing the likelihood of lost-time accidents.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CLARKSVILLE, TENNESSEE:

That a safety incentive program is hereby established which grants a day off from work, with pay, termed a "Safety Day", when the entire City workforce including full-time, part-time, and seasonal employees, goes one hundred (100) consecutive calendar days without incurring a lost time accident or injury.

BE IT FURTHER RESOLVED that such "Safety Day" shall be credited to the annual leave account of each employee and may be used in such manner as regular annual leave.

BE IT FURTHER RESOLVED that the official count of accident-free work days will be maintained by the Risk Management Office. Whenever an accident or injury occurs which results in a lost work day, the count will go back to zero (0) and the process will begin again until such time as the City workforce has no lost time accidents or injuries for one hundred (100) consecutive calendar days.

Donald W. Trotter
Mayor

ATTEST:

City Clerk

Adopted: January 7, 1993

SAFETY DAY PROCEDURE

1. The Safety Day is a day off with pay to be granted to regular full-time employees. Only those full-time employees who accumulate annual leave are entitled to the day off. The Safety Day is eight (8) hours for regular employees and twelve (12) hours for Fire Department, twenty-four (24) hour shift employees.

2. Regular, part-time employees may be granted time off in proportion to the average number of hours worked in a work week. An employee who works 30 hours per week would be granted six (6) hours off ($8 \times .75 = 6$).

3. Temporary or seasonal employees are not entitled to this benefit.

4. The Safety Day will be taken at the discretion of the Department Head in the same manner as annual leave and may be used in conjunction with annual leave. It may not be used intermittently.

5. The Safety Day must be used between June 3, 1994 and September 10, 1994, a period of 100 days.

6. Department Heads will maintain a record of the Safety Day usage. Employees will use the regular "Application for Leave" form to request the day off. Mark "SAFETY DAY" in the certification section. Retain the yellow copy for your files and forward the signed white copy to Human Resources as in the case of other leave usage.