

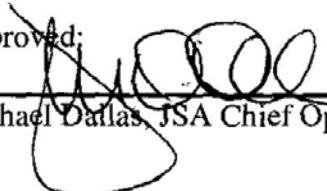
JLab Safety Incentive Program
Revised May 2007

Objective: Promote safe behaviors, activities and accomplishments through positive reinforcement to improve safety across the laboratory.

Key attributes of the safety incentive program are:

1. The program cannot result in under-reporting of occupational injuries/illnesses, near misses or accidents.
2. A graded approach to positive reinforcement will be adhered to ranging from individual modest value gift (e.g. flashlight, cup, lanyard, etc.) to one hundred dollar cash value. Three gradations, lowest to highest, are described below:
 - *JLab Safety-On-The-Spot* incentive award: Recognizes safe behavior observed by any supervisor/manager. This is awarded by the supervisor/manager and includes a gift of modest value (flashlight, cup, lanyard, etc.). The Lab will order and put in stores several hundred of these items.
 - *JLab Safety Achievement Award*: Recognizes individual employees that have performed above and beyond normal job duties to ensure the safety of their coworkers, the public, or the environment. This is a cash award, nominated and approved for nominally \$50 (after taxes) and is presented by the AD, COO or Chief Scientist and is accompanied by a JSA Certificate of Appreciation (previously established by the COO).
 - *JLab Director's Safety Award*: Recognizes employees that have gone significantly above and beyond their normal job duties in achieving a major safety related accomplishment. This is a cash award, nominated and approved for nominally \$100 (after taxes) and is presented by the AD, COO, Chief Scientist or Laboratory Director.
3. This safety incentive program will NOT reward absence of occupational injury or illness, near misses, or accidents. Rather, it will incentivize precursor activities promoting safety at JLab.
4. Each division/directorate will fund, administer and track their safety incentives. The CFO will allocate appropriate funding based on headcount to each division/directorate to ensure contract limits are not exceeded. Each division/directorate is responsible for keeping within their allocation.
5. The total cost of this program along with service awards and other employee recognition programs will not exceed 0.05% (0.0005) of JSA's annual operating budget. The CFO's office will track this to ensure the Lab is compliant with this limit.
6. Cash awards will be grossed up so employees receive the stated nominal cash value, respectively.
7. Subcontractors and users can be awarded "*JLab Safety-On-The-Spot*" awards.
8. The award should be presented as soon as practicable after the initiating event.
9. No awards are retroactive.

Approved:


Michael Dallas, JSA Chief Operating Officer

5/18/07
Date

Program Administration:

1. *JLab Safety-On-The-Spot*

- a. ESH&Q will initially order ~400 gifts for stores to keep in inventory (nominally \$5-8 value each) for supervisors/managers to draw from for awarding observed safe behavior.
- b. Managers and supervisors can award any person they see fit, inside or outside their organization.
- c. Eligibility: All JLab staff, users (including students), subcontractors, and visitors are eligible for this award.

Examples:

- Person leads safety topic discussion or pre-job brief
- Person makes safety suggestion for the work group and assists in implementation
- Person is observed inspecting fall arrest harness, lanyard prior to donning gear

2. *JLab Safety Achievement Award:*

- a. Divisions will purchase and administer the vouchers for this program. CFO will advise each division as to how much should be spent on this program, considering division size, etc.
- b. The Division head (Associate Director, Manager, etc.) should approve recipients of this award.
- c. Nominees for this award can come from any level in the organization (coworker through Lab Director).
- d. The awardee should also receive the JSA Certificate of Appreciation with this award.
- e. Eligibility: All JLab staff and users, including students, are eligible for this award. Subcontractors are not eligible for this award as different award incentives are in place for subcontractors through procurement. Associate Directors may approve exceptions to this on a case by case basis.

Examples:

- Employee stops work due to unsafe condition/activity
- Employee serves as safety warden or on a safety committee for at least 12 months
- Employee reports a near miss that could have resulted in significant injury/illness
- Employee provides a meaningful, innovative suggestion to improve safety across several work groups or the lab in general
- Identifies and develops a lessons learned opportunity

3. *JLab Director's Safety Award*

- a. This \$100 award is reserved for the truly outstanding safety initiative by employees. It necessarily recognizes the employee's effort that is over and above what is expected.
- b. Anyone can nominate a candidate for this award based on significant safety-related achievement, implementation of safety improvement item, or other significant workplace improvement initiative. The AD or equivalent must evaluate and approve the award using the attached form. The form must then be forwarded to the CFO for approval.

- c. Eligibility: All JLab staff, except Associate Directors, COO, Chief Scientist, and Lab Director, are eligible for this award.
- d. The awardee will receive the \$100 award and the JSA Certificate of Appreciation.

Examples:

- Develops innovative method to ensure safety such as the Voltage Verification Unit
- Serves or acts in a higher level position for extended period positively impacting safety
- Recognized by DOE for significant contribution for improving safety
- Improves efficiency and safety of an operation or activity
- Significantly contributes to the completion of safety related PEMP items
- Actively plans and helps executes major lab events such as Earth Day

SAFETY INCENTIVE AWARDS PAYMENT REQUEST

Check Disbursement Request

JEFFERSON SCIENCE ASSOCIATES (JSA)

THOMAS JEFFERSON NATIONAL ACCELERATOR FACILITY

Attn: Payroll Department, VARC RM 16

Phone: (757) 269-7503

DATE SUBMITTED: _____

AWARD PAYMENT TO: _____

NET AMOUNT OF CHECK: \$100 \$50
(Budget: Net Amount x 1.6234)

REASON FOR DISBURSEMENT: Safety Recognition

Explain:

- Award will be disbursed during the next payroll cycle. (Payment will normally be either the 1st or 16th of the month. If you would like to hold this payment, please make a note of the requested date.)
- Award will be disbursed in the same fashion as the employee's paycheck. Check stubs can be picked up by the employee after disbursement.

	Project	Org	Account
ACCOUNT CODE:	EMPRLE	COO	56-001

Requestor (Print)

Requestor Signature

Project/Org Approval (Print)

Project/Org Approval Signature

Send to Sharon Parkinson (MS12A3)

For Official Use Only

COO Approval

CFO Funds Control Approval