



**COMPANY
HEALTH & SAFETY
PROGRAM**

Issue: A
Date: 4/20/2009
Rev: 2
Date: 1/12/2018
Authorized: *GDW*

**Title: Hourly Craft Employee
Safety Incentive Program**

Section No. 36
Attachment A

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1.0 PURPOSE

The purpose of this program is to establish incentives that will help heighten and maintain the awareness of PPP employees with regard to jobsite and fabrication shop health and safety, and promote PPP's commitment to the Zero Injury Philosophy.

2.0 SCOPE

This document provides guidelines, eligibility requirements and procedures by which the program will be implemented.

3.0 INDEX

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- 4.0 Overview
- 5.0 Eligibility Requirements
- 6.0 Procedures

4.0 OVERVIEW

For the duration of this particular issue of the PPP Hourly Craft Employee Safety Incentive Program, the following shall be in effect:

1. PPP shall present safety incentive awards for each monthly period in which PPP hourly craft employees incur no "Life Critical Safety Violations" and their site superintendent has turned in all required safety paperwork. ****See PPP Disciplinary Action Plan for Life Critical Safety Violations**
2. Awards shall be presented to eligible employees, whose name, represented by a number, shall be randomly selected from a compilation of all eligible employees' names, using www.random.org.
3. The amount of each award will be \$200.00 and a PPP jacket, or prize of equal value.

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5.0 ELIGIBILITY REQUIREMENTS

Requirements to be eligible for a safety incentive award are:

1. An employee must be an hourly craft employee of PPP.
2. An employee must have worked 100% of non-overtime hours that were available to work during the monthly period for which the award is being presented.
3. An employee must not have been issued a written Personal Safety Violation Notice during the monthly period for which the award is being presented.
4. An award winner must be employed by PPP at the time of the drawing.
5. PPP supervisors with primary jobsite or fabrication shop responsibilities over all other hourly PPP employees at that site shall not be eligible for this program, nor shall the PPP general superintendent, safety director or tool manager.
6. An employee must have an up to date Must urine test and 18 current modules to be eligible. ***Note: Travelers from outside the Must jurisdiction are exempt from this requirement.***

5.1 JOB SITE ELIGIBILITY

1. All required safety paperwork must be turned in to the safety director by the site superintendent by the first Wednesday of the following month.
2. Required paperwork:
 - a. Weekly safety meetings
 - b. Weekly job site audits
 - c. Daily pre-task forms
 - d. Site specific safety paperwork



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6.0 PROCEDURES

The PPP safety director shall be responsible for implementing the following program procedures:

1. Each applicable Monthly period, the PPP safety director, with the help of the PPP payroll manager, shall compile a list of employees' names that are potentially eligible for the program.
2. The PPP safety director or his designee shall assign numbers to the names of eligible employees on the list.
3. During the week following each eligible monthly period the PPP safety director or his designee shall conduct the random selection.
4. Winners shall receive the monetary portion of the award included in their payroll check for the pay period in which the drawing was held. Other awards shall be issued as soon as feasible.

REVISION HISTORY

Revision number	Description of change	Written by	Checked by	Effective date
1	Revised to Monthly period	George Newton	Safety	10/1/2009
	Program reviewed and Revision History added		GMN	10/20/2014
2	Revised to meet OSHA Standards	Mike McCaffrey	MJM	1/12/2018