Supervisors Quick Reference to the Safety Incentive Program

Points are awarded for proactive safety activities

1. Monthly Safety Talks:
   a. Hold a monthly safety talk once a month for your shop workers (10 points per month)
   b. Record attendance at the monthly safety talk (i.e., have a sign-in sheet) (10 points for 90% attendance, fewer points for lower attendance, 60% minimum for 4 points). Note: can hold more than one safety talk session per month to increase percentage.
   c. Input monthly safety talk attendance into LearnerWeb (points will only be awarded based on LearnerWeb data).

2. Accident Investigations:
   b. Conduct and document an accident investigation of all accidents (Plant Ops Accident Investigation Form, available from the Plant Ops web page “Supervisors’ Toolbox”) (5 points each).
   c. Submit the completed Accident Investigation Form to Safety Office by e-mail or campus mail (ktrombly@umich.edu or OSEH, 1239 Kipke Drive) (points will only be awarded if the investigation form is sent to the Safety Office).

3. Training Compliance:
   a. Send your workers to safety orientation and annual safety training (10 points for 90% compliance per month, fewer points for lower compliance percentage, 60% minimum for 4 points).

4. Safety Committee Meetings:
   a. Send assigned department representative(s) to Plant Ops Safety Subcommittee meetings (2 points per subcommittee per month).
   b. Hold a department safety committee meeting (2 points per month).
   c. Submit department safety committee meeting minutes and attendance to the Safety Office by e-mail or campus mail (ktrombly@umich.edu or OSEH, 1239 Kipke Drive) (points will only be awarded if the minutes are sent to the Safety Office).

Points are tallied monthly and compiled quarterly. Award determinations will be made quarterly.