

<b>Directive Title:</b>	Safety Awards
<b>Directive Number:</b>	SA 002
<b>Date of Approval:</b>	
<b>Department Sponsored by:</b>	Public Works

## 1. Purpose:

The purpose of this directive is to outline how awards will be provided to employees of the County of Vermilion River to recognize their contribution to a safe work environment.

## 2. Objective:

The objective of this directive is to recognize the contributions of employees towards the health and safety program by giving safety awards to employees based on points earned for hours worked.

## 3. Definitions:

<b>County</b>	County of Vermilion River (the "County").
<b>Chief Administrative Officer or CAO</b>	Chief Administrative Officer of the County of Vermilion River, or their designate
<b>Permanent Full Time Employee(s)</b>	An employee of the County of Vermilion River employed for an indefinite duration who regularly works full-time equivalent hours or more each week.
<b>Permanent Part Time Employee(s)</b>	An employee of the County of Vermilion River employed for an indefinite duration who regularly works less than full-time equivalent hours each week.
<b>Permanent Seasonal Employee(s)</b>	An employee of the County of Vermilion River employed for an indefinite duration that exceeds eight (8) consecutive months but is less than twelve (12) consecutive months within that time period.
<b>Seasonal Employee(s)</b>	An employee of the County of Vermilion River employed for a definite duration regardless of the hours worked (part or full time equivalent) that does not exceeds eight (8) consecutive months within that time period.
<b>Casual Employee(s)</b>	An employee of the County of Vermilion River employed on an intermittent basis, who may

	elect to work or not to work for a temporary period when requested to do so.
<b>Temporary Employee(s)</b>	An employee of the County of Vermilion River employed for a defined period regardless of the hours worked (full or part time equivalent hours).
<b>Health and Safety Coordinator</b>	The person employed by the County of Vermilion River in the role of Health and Safety Coordinator on the organizational chart.

#### **4. Scope:**

- 4.1 Permanent Full Time, Permanent Part Time, Permanent Seasonal and Seasonal Employees:
  - 4.1.1 Safety Points are earned for every hour worked including overtime.
  - 4.1.2 .05 Safety Points are earned for each hour worked.
  - 4.1.3 No Safety Points are earned for hours paid for sick, holidays, lieu time etc.
  - 4.1.4 Safety Points Awards will be given based on total points accumulated in accordance with clause 5.2 below
  - 4.1.5 Upon termination and retirement all accumulated Safety Points are lost.
  - 4.1.6 If seasonal workers do not return the next full season all accumulated Safety Points are lost.
  - 4.1.7 Permanent Full Time, Permanent Part Time, Permanent Seasonal and Seasonal Employees are eligible to receive Safe Work Practice Awards.
- 4.2 Casual and Temporary Employees
  - 4.2.1 Casual and Temporary employees are not eligible to earn Safety Points to receive the Safety Point Awards.
  - 4.2.2 Casual and Temporary Employees are eligible to receive Safe Work Practice Awards.
- 4.3 Budget
  - 4.3.1 WCB Rebate to be put in reserve to cover cost of awards and Barbeques.

#### **5. Directive Instructions:**

- 5.1 Safety Points Awards:
  - 5.1.1 Safety awards will be presented at the annual Safety BBQ.
  - 5.1.2 Safety awards will be presented based on the accumulation of points at 300 point increments with the value of the safety award increasing by \$150 each award cycle. This aligns with major milestones for long service for a majority of employees. The following chart shows the Safety Points Award earned based on the points accumulated for the first four award cycles (ten years of service for an employee working 10 hour days):

Hours Worked	Points Accumulated	Safety Award Value
6,000	300	\$150
12,000	600	\$300
18,000	900	\$450
24,000	1,200	\$600

**5.2 Safe Work Practice Awards:**

5.2.1 Safe Work Practice Awards will be given to employees at the discretion of their Supervisors or the Health and Safety Coordinator upon the observation of compliance with the Municipal Safety Policy.

5.2.2 Safe Work Practice Awards will be given at the time of observation.

5.2.3 The maximum value of the Safe Work Practice Awards is \$25.00.

5.3 The value of the Safety Point Awards and the Safe Work Practice Awards are subject to change.

**6. Penalty:**

6.1. Any member of Staff found to be in violation of this Directive may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this Directive; discipline may range from a verbal warning to dismissal with cause.

**7. Responsibility:**

7.1. The Chief Administrative Officer shall review and approve all Directives.

7.2. Administration shall administer the Directive.

7.3. The sponsoring department shall be responsible for updating the Directive.

**8. Signatures:**

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Chief Administrative Officer

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Director/ General Manager

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Date

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Date