

<b>Maricopa County Policies and Procedures</b>	<b>Subject:</b> Safety Incentive Awards	Number: A2211 Issue Date: 11/91
<b>Approved: Roy Pederson</b>	<b>Initiating Department:</b> Risk Management	

### **A. Purpose**

To heighten awareness of potential hazards in the work place and encourage employees to take proactive actions to reduce or eliminate the hazards.

### **B. Policy**

All agencies and departments that are subject to potentially hazardous conditions should institute a safety incentive awards program within their agency or department to actively promote safety and loss prevention. The safety incentive award is intended to recognize and reward those employees who, by their actions and deeds, induce other employees to be more safety conscious. No award shall exceed Two Hundred Fifty (\$250) Dollars.

Awards should be presented periodically by the elected official or department director. A certificate and/or letter suitable for framing should be included with the award, and a copy of the certificate or letter should be placed in the receiving employee's personnel file. Publicity given to presentations will enhance the effectiveness of the program through employee awareness.

The elected official or department director must notify the County Manager of any award being presented. The County Manager will notify the members of the Board of Supervisors.

### **C. Authority and Responsibility**

Elected officials and department directors should include sufficient funds in their departmental budgets to purchase award items appropriate to recognize the value of the demonstrated deeds.