



City Manager's Approval: _____

THE CITY OF POMONA

SAFETY POLICIES AND PROCEDURES

EMPLOYEE SAFETY INCENTIVE POLICY

I. PURPOSE

The objective of this Policy is to recognize and reward employees who perform their jobs without a recordable injury or illness.

II. APPLICABILITY

This Policy applies to designated full-time City employees.

III. DEFINITION OF TERMS

"Cumulative Trauma Injury" – An employee may file a claim due to an injury that is the result of cumulative (or repetitive) work that generally occurs over several years. Examples are carpal tunnel syndrome, back pain, or internal ailments (e.g. hypertension, cardiovascular). When those claims are filed, instead of having one specific claim date, they typically have a date span such as "January 1980 to the Present". With regards to this specific Policy, the date the claim is filed will be the date used to determine eligibility or disqualification from the Incentive Program.

"Eligible Employees" – Certain full-time positions will be designated as eligible for this program. Injury and accident statistics will be a major factor in designating positions. New or transferring employees must be able to participate in the program for at least six (6) months of the current program period or that employee will be placed into a group at the beginning of the next program period. Executive Management employees (Groups A and B) and Pomona Police Management employees (PMA) are ineligible.

"Group" – Groups are typically comprised of 10-15 employees who work in the same unit.

"Injury Free Leave Day (IFL)" – A compensated day off awarded to an eligible employee whose group maintains one (1) year without a recordable injury or to a "Safety Employee of the Year" recipient. IFL days must be used within 90 days of being awarded.

"Recordable Injury" – A recordable injury is any injury requiring medical treatment beyond first-aid or otherwise meets the criteria set forth by the Department of Industrial Relations. Recordable injuries generally require the employee to be off work, on modified duty or are exposure injuries (i.e. bloodborne pathogens incidents). For the purposes of this Policy only, effective July 1, 2007,

EMPLOYEE SAFETY INCENTIVE POLICY (Continued)

injuries that otherwise meet the definition of recordable, but have a total incurred cost of \$500 or less and where the employee did not lose time from work, will not be considered recordable and therefore, will not disqualify a group from the Incentive Program. It is the sole discretion of the Risk Manager to determine if an injury is “recordable” or if an injury will be included or excluded from the program.

“*Safety Employee of the Year*” – The Safety Committee shall select one (1) employee from the police-groups and one (1) employee from the non-police groups, to be designated as “Safety Employee of the Year”. These employees must have made a significant contribution to employee safety during the program year.

IV. PROCEDURES**A. Safety Incentive Award Program**

1. Program Period:
 - a. Police – January 1st through November 30th
 - b. Non-Police – July 1st through June 30th
2. Programs Defined:
 - a. Groups that maintain the first six (6)-month period without a recordable injury shall be recognized at a group breakfast. A door prize drawing will be held at each breakfast.
 - b. Effective July 1, 2007, groups that sustain a recordable injury during the first six (6)-month period, therefore being excluded from the annual award, but maintain the second six (6)-month period without a recordable injury shall be recognized at a group breakfast. A door prize drawing will be held at each breakfast.
 - c. Groups that maintain the entire program year without a recordable injury shall receive one (1) Injury Free Leave (IFL) day off and shall be recognized at a group luncheon. In addition, all eligible employees who have maintained an injury-free record for the prior five (5) consecutive years and who have not attended at least one (1) luncheon during this period will qualify to attend the annual luncheon and will receive a certificate of achievement and one (1) IFL day off. A door prize drawing will be held at each luncheon.
3. Groups:
 - a. Designated employees will be placed into groups of 10 to 15 employees by the immediate supervisor or designee (with guidance from the Safety Officer). With the exception of new hires/transfers and terminations, groups will only change at the beginning of each program year. Whenever practical, the immediate supervisor will reassign group members at the beginning of each program year.
4. Awards:
 - a. The Safety Officer, in conjunction with the respective division managers and supervisors, is responsible for scheduling the breakfasts and luncheons. Breakfasts and luncheons will be held during normal work hours. In some cases,

EMPLOYEE SAFETY INCENTIVE POLICY (Continued)

extended lunch periods may be necessary to accommodate lunchtime functions; in such cases, employees will not be required to use their personal time.

- b. The Safety Officer will procure door prizes/gift certificates and certificates of achievement. These costs will be borne by Risk Management.

5. Support Staff:

- a. At the discretion of the respective division manager, administrative support staff may be invited to attend the annual luncheons. Such staff will be entitled to lunch and will be included in the door prize raffles, but will not be entitled to an IFL day or a certificate of achievement.

B. Safety Employee of the Year

The Safety Committee shall select one (1) eligible employee from the police-groups and one (1) employee from the non-police groups to be designated as the “Safety Employee of the Year”. The Safety Officer is responsible for notifying the Committee of employees whose suggestions or input during the year might noteworthy. The Safety Officer may also solicit nominations or suggestions from the respective divisions. The two (2) award recipients will be recognized at the annual luncheons and will receive one (1) IFL day and a \$50 gift certificate.

V. **ACTION**

This Policy is effective this date.

