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| \\cgi.int\mact\Company\Card_logo_CT-NO-tag-SM1111.gif | **Employee Safety Recognition Program** | **Document Identification****MACT-SAF-137** |
| Cardinal CT630 Derby StreetMount Airy NC 27030 |
| Initial: 3/8/2024 | Written By: Cody Bennett |  |
| Last Rev:  | Approved By:  |

 **I. PURPOSE:**

The employee safety recognition program will be implemented with multiple different purposes. One reason it is being added is to give employees deserved recognition of their involvement in safety such as (Reporting a near miss or close call that could have went unreported, voicing a safety issue or concern, or just being caught in the act of being safe). Another reason is to encourage the participation of employees in the safety aspect of things. All in all, it is being introduced to help strengthen our safety culture while promoting the involvement of all employees.

**II. SCOPE:**

This program applies to all Cardinal MACT employees. Only regular production, shipping or maintenance employees are capable of winning a monthly reward.

**III. PROCEDURE:**

1. The Safety Coordinator will keep track of all safety reports. This could be a near-miss report or somebody reporting a safety concern within or around the plant. This is not just limited to what is reported directly to the safety coordinator but also what is relayed to the safety coordinator through managers or through safety dropbox.
2. Reports aren’t always constantly coming in so in the event nothing is reported for that month, a report from one of the previous months that didn’t win will be rewarded.
3. In the event there are no previous reports to use, the winner will be chosen by being caught in the act of practicing safety. (Performing two-man lift, housekeeping, leading toolbox talk, ect.)
4. This will be a monthly event and will be announced during the monthly safety meetings. One for day shift and one for night shift.
5. The same employee cannot win if it’s within 3 months of them last winning.
6. Along with the employee being recognized for their efforts, they will also be rewarded with a meal gift card or some other prize of appreciation.

**REVISION FREQUENCY:**

This policy will be reviewed annually and revised as necessary.

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|  **Revision Table** |
| **Revision** | **Description of Change** | **Revision Date** | **Effective Date** | **Author** |
| Initial | Initial Release |  | 3/8/2024 | Cody Bennett |
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