**Environmental Health & Safety Suggestion Incentive Program**

**Purpose**: To motivate employees to identify, and report workplace near misses, hazards to employee safety, and the environment.

**Goal:** To eliminate preventable workplace injuries and threats to the environment.

**Steps:**

1. Train employees to recognize hazards and near misses in the workplace.
2. Train employees to report hazards and near misses to a supervisor, or the safety coordinator.
3. Recognize and reward employees who report legitimate hazards, and near misses.

**Summary**

This program will start with the orientation of new employees, and the retraining of all current employees. Everyone will be educated on what workplace environmental health & safety hazards are, and what they are expected to do should they encounter one, or even suspect they have encountered one.

Once an employee encounters a hazard or experiences a near miss, they will be expected to report the encounter, or hazard, to their supervisor, or the EHS coordinator. The area supervisor will contact the EHS coordinator. The coordinator will begin an investigation to determine the nature of the hazard and decide on what action can be taken to eliminate, or reduce the risk of injury to employees, or damage to property. When the determination has been made that the employee reported a legitimate safety hazard, the coordinator will present them with “Vend Bucks”, and document their suggestion, to be considered for EHS Suggestion of the Month selection. This selection will be made by the EHS coordinator in consultation with the branch Safety Committee.

If chosen as EHS Suggestion of The Month, the employee will be awarded a $25.00 gift card, be featured on the Marlin board, and will be entered in the EHS Suggestion of The Quarter drawing. The winner selected in the drawing will receive a $100.00 gift card, be featured on the Marlin board, and eligible for inclusion in future safety team events, such as safety audits.

Leggett & Platt Branch ON64