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# Safety Incentive Program Guidelines

## 1.0 Policy Purpose & Scope

The purpose of this Safety Incentive Program is to promote a positive safety culture by recognizing and rewarding employees, contractors, and visitors who demonstrate exemplary safety behaviors, contribute to hazard identification, and actively participate in safety initiatives. This policy applies to all personnel working under the company's direction, including full-time and part-time employees, temporary workers, subcontractors, and visitors on company-controlled sites. The program is designed to reinforce safe practices without creating disincentives for reporting incidents, near misses, or hazards, ensuring that safety remains the primary focus over productivity or loss prevention.

## 2.0 Regulatory Context & Compliance

This program aligns with the Workers Compensation Act (WCA) and WorkSafeBC Occupational Health and Safety Regulation (OHSR), particularly sections 3.1 to 3.4 regarding general duties of employers and workers. It also complies with the BC Human Rights Code to ensure non-discriminatory reward distribution. The program is structured to avoid any conflict with Section 47 of the WCA, which prohibits employers from discouraging workers from reporting injuries or claims. Incentives are based on leading indicators (e.g., safety observations, training completion) rather than lagging indicators (e.g., zero recordable incidents) to prevent underreporting. Additionally, the program respects privacy under PIPEDA when collecting personal information for reward distribution.

## 3.0 Roles & Responsibilities

**Employer/Management:** The employer is responsible for funding the program, approving reward criteria, and ensuring the program does not create a disincentive for incident reporting. Management must communicate program details to all workers and review program effectiveness annually.

**Supervisors:** Supervisors are responsible for nominating workers for safety achievements, verifying eligibility, and ensuring that rewards are distributed fairly and transparently. They must also monitor for any signs that the program is discouraging hazard reporting.

**Workers:** Workers are expected to actively participate in safety activities, report hazards and near misses without fear of losing incentives, and adhere to all safety policies. They may also suggest improvements to the program.

## 4.0 Program Execution & Procedures

The Safety Incentive Program operates on a quarterly cycle.

**Eligibility criteria include:** (a) completion of all mandatory safety training,

(b) active participation in at least two safety meetings or toolbox talks per quarter,

(c) submission of at least one hazard observation or near-miss report per quarter, and

(d) no recordable incidents or safety violations during the quarter. Rewards may include gift cards, company merchandise, or paid time off, with a maximum value of \$200 per quarter per individual to avoid regulatory scrutiny. Nominations are submitted by supervisors and reviewed by the Joint Health and Safety Committee (JHSC) for approval. Rewards are distributed during monthly safety stand-downs or via payroll. The program is promoted through posters, email

announcements, and the SafeDesk platform. Any worker who reports an incident remains eligible for the program, as rewards are based on proactive behaviors, not incident-free status.

## 5.0 Review & Recordkeeping

Records of all nominations, approvals, and reward distributions will be maintained by the Safety Department for a minimum of three years, in accordance with WorkSafeBC recordkeeping requirements. The JHSC will review the program annually to assess its effectiveness, ensure it does not discourage incident reporting, and adjust criteria as needed. A summary of program participation and rewards will be presented at the annual safety review meeting. All records are stored securely in the company's safety management system (SafeDesk) and are accessible to authorized personnel only.

**Regulatory Disclaimer:** This policy is a generic organizational template. The end-user assumes all liability for reviewing and adapting these protocols to meet specific provincial regulations (e.g., WorkSafeBC, OHSA) and corporate requirements prior to formal implementation.