

INTER-COMPANY MEMO



DATE: May 20, 1993
TO: All Employees
FROM: Safety Motivation & Accountability Team
SUBJECT: Safety Incentive Program

The Safety Motivation & Accountability Team was given the responsibility to:

- Define what safety milestones will be used in the recognition system (i.e. recordable, lost time, safety audits, etc.).
- Establish an employee and work group recognition system that awards safe activities.
- Implement a plant-wide safety recognition system.

The group has recommended, and the Central Safety & Health Council has approved the following guidelines defining how the plant will be divided and how safety achievements will be recognized:

The plant will be divided into three primary sections:

- Process
- Maintenance
- Other

Each of the three primary sections will be divided into department/work groups as shown on the Safety and Health Injury/Illness Performance Indicator, prepared by the Safety Department.

PLANT-WIDE:

The following goals have been set:

Short-Term

- 30 days without a recordable incident.
(The last recordable incident was 5/5/93).

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Long-Term

- 1 million man-hours without a lost time accident
(To-date the refinery has accumulated 99,636 man-hours towards the 1 million.)

The type of safety awards to be given for reaching the above goals range in items from cups & caps to cooler and jackets.

WORK GROUP/DEPARTMENT:

Work groups/departments will earn awards for activities that support prevention of accidents. Work groups/departments will compete only against themselves and not against other work groups/departments. At the present time, no awards will be given for individual accomplishments.

The Proactive Safety Activity Summary (see attached example), prepared by the Safety Department, will be the method used for showing improvement and for the basis of giving awards.

Points will be given for:

- Safety meetings attended
- Incident reporting
- Investigations
- Safety audits conducted

In order to participate in the award program, each group must have a minimum of 3 consecutive months of active participation to establish an average. Once a work group/department establishes an average, awards will be given for reaching the following goals:

- 25% increase in average number of points above your work groups average (sustained for 2 consecutive months).
- 50% increase in average number of points above your work groups new average (sustained for 6 months).

Awards will be issued upon reaching goals.

NOTE: In order for work groups/departments to obtain awards for reaching 25% & 50%, the work group/department must participate in the program each month. Future recognition and awards will be determined as we progress in achieving work group/department and company goals.