



AIM
ALWAYS IN MIND

PROMOTE THE VALUE OF SAFETY
AIMFORSAFETY.COM // 1-800-220-1818
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EMPART

// EMPLOYEE PARTICIPATION & RECOGNITION PROGRAM

EmPart is a non-traditional, custom program that offers recognition to employees for participating in various action based activities. The main goal of EmPart is to effectively increase your employee participation, which in turn improves safety performance, increases employee awareness, boosts employee morale, increases retention and loyalty, and changes behavior.

By effectively improving these characteristics at your site, you will in turn reduce overall cost due to fewer injuries, lower insurance premiums and increased production. Whether you are a large company or a small one in search of a safety recognition program, you've come to the right place. We have been effectively assisting companies with their safety recognition needs since 1986!





Nothing is more important than the safety of you and your fellow employees.

Participation in an Employee Engagement program ensures that everyone is working together towards the common goal of improving safety performance and increasing employee awareness. It offers recognition for participation, boosts employee morale, increases retention and loyalty, and changes behavior.

We realize that one size does not fit all...

EmPart takes more than three decades of our experience and "gels" it into one effort. This effort is put into action quickly, cost effectively, and rewards employees for their participation.



The Seven Main Ingredients:



1. Signage
2. Learn For Life
3. On-The-Job Education & Awareness
4. Base Points
5. Star Points
6. Reporting
7. Ordering & Award Distribution



Signage

Posters and banners make up the majority of signage. Often, banners and posters are left up in the same location. Employees tend to ignore them after a while. We suggest they be specific to your needs and talk the language of your employees. They must also be rotated to receive the maximum benefit.



Learn for Life

Participation is the most effective means of promoting Learn For Life. In order for your program to become effective, employees have to think of it as a way of life.

Once per quarter, employees will receive a mail out consisting of a booklet, quiz card, and/or a letter on a topic selected by your company. If we do not have a topic you are interested in, we will research and write one for you. Employees are encouraged to read the booklet with their family and answer the quiz card enclosed. Once the quiz card is completed, employees would drop it into one of the designated drop boxes located within the facility. The quiz cards are then shipped to AIM for tabulation. The participant can receive points and/or an award, as a constant reminder of the topic.

The points and/or award can be given each time the employee participates or to those employees who have completed all four at the end of the year.

Learn for Life Safety Topics

- Arm, Hand, Finger, Back & Leg Safety
- Back Safety
- Colds & Flu
- Driving Safety
- Drug & Alcohol Abuse
- Electrical Safety
- Ergonomics
- Ethics, Attendance & Self Pride
- Eye Safety
- Hand Safety
- Health & Environment
- Hearing Safety
- Heat Stress
- Holiday Safety
- Home & Fire Safety
- Internet Safety
- Latchkey Kids
- Motorcycle & ATV Safety
- Driving Safety
- Outdoor & Hunting Safety
- Personal Safety
- Personal Fitness & Health
- Personal Security
- Self Esteem
- Severe Weather
- Slips, Trips and Falls
- Sports & Recreation
- Stress Management
- Summer/Workplace
- Things that Sting, Bite & itch
- Vacation & Holiday Safety
- Water Safety
- Workplace Comm. Skills
- WristWand
- + Custom topics can be written



In most of our facilities, one quarterly mailing is reserved for a safety calendar contest involving the employees' children, grandchildren or a child they would like to sponsor if they have neither of the above. The children's drawings are then used to create the next year's safety calendar. This is a product employees will use 365 days a year, not just for a few moments. Shift schedules and company holidays may also be included if desired.



On-The-Job Education & Awareness

On-The-Job Safety Topics

Bloodborne
Pathogens
Confined Space
Electrical Safety
Ergonomics
Fall Protection

Fire Extinguishers
First Aid
Forklift Safety
Hazard
Communication
Hearing Protection

Heat Stress
Hot Works
Housekeeping
Ladder Safety
Lockout/Tagout
Machine Guarding

Material Handling
PPE
Respiratory Protection
Safe Lifting
Slips, Trips & Falls
VPP

+Custom topics
can be created

Once a month or quarter, a topic is addressed from your training material in the form of a learner card that is distributed to your employees.

We would create up to 60 different learner cards using different True and False statements. The employee would be challenged to answer four True or False statements. If an employee misses a question, they would simply turn the card over and write out the complete, correct statement on the back of the card and would still be eligible to receive the points. They would scratch off the bottom block to reveal how many points they will earn.

Our goal is to make sure the employees know and understand the correct information. These cards are turned into one of the designated drop boxes located within the facility and then shipped to AIM for tabulation. An added bonus comes after the cards are turned back in for tabulation. You can then analyze the cards with incorrectly answered questions to see where you can improve in your training before shipping to AIM.

YOUR LOGO HERE

Personal Fitness & Health
TRUE or FALSE? Use coin to uncover correct answer

Fat is more dense than muscle and takes up less space on the body. **T**
OR
F

You need to have a gym membership to truly be able to achieve your fitness goals. **T**
OR
F

Research has shown that getting adequate sleep can be beneficial for weight loss. **T**
OR
F

When the body is at rest, it is not burning calories. **T**
OR
F

If you get any questions wrong, write the correct statement on the back to receive your points.

YOUR COMPANY NAME
Star Points Tracking Form

LEADERSHIP

- 35 pts**—Framework/AZDP Ownership (1/qtr)
- 10 pts**—Spot Award (1/mnth)
- 5 pts**—Safety Moment (3/mnth)
- 5 pts**—Update SRA (1/mnth)
- 2 pts**—Community Service (1/mnth)

PERSONAL

- 5 pts**—Corrective Action Implemented (1/mnth)
- 5 pts**—Ergo Suggestion Implemented (1/mnth)
- 2 pts**—Report a Near Miss (4/mnth)
- 5 pts**—PIT Inspections (2/mnth)
- 5 pts**—On-Time Training Complete (1/qtr)
- 5 pts**—Concern Reports (10/mnth)
-
- 2 pts**—Kaizen Completed (4/mnth)
-

2 pts—Ergo Suggestion Implemented (1/qtr)

50 pts—Team Leadership (1/qtr)

TEAM

- 20 pts**—Team Participation (Ergo, Health Ahead, Q&A Responders) (2/qtr)
- 3 pts**—Team Event Participation (Fair, Quarterly Safety Event) (2/mnth)

When complete, turn in to the [redacted]

Approved by: _____

Notes: _____



Base Points

Recognition of achievement is one phase that can easily be accomplished through Base Points. At the end of each quarter, employees can earn Base Points for:

- a. Perfect Attendance
- b. Achieving a Group Goal (Production/Quality)
- c. Receipt of Corporate Award or Service Award (other site specific milestones can be determined by you).

Base Points can be awarded monthly, quarterly and yearly and broken down by department, by shift or by plant.

The only information required from you are the names of individuals involved in achieving the base points being awarded.

MONTHLY

PTS	DESCRIPTION	
2	Perfect Attendance	
3	No Off Spec Batches	
2	No Reportable Spill or Release Facility Wide	
TOTAL YEARLY BASE POINTS		84 Pts

QUARTERLY

PTS	DESCRIPTION	
3	Perfect Attendance	
4	No Off Spec Batches	
4	No Reportable Spill or Release Facility Wide	
TOTAL YEARLY BASE POINTS		44 Pts

YEARLY

PTS	DESCRIPTION	
8	Met H&SE Goals	
8	Perfect Attendance	
10	No Off Spec Batches	
20	No Reportable Spills or Release Facility Wide	
TOTAL YEARLY BASE POINTS		46 Pts

MAXIMUM TOTAL BASE POINTS AVAILABLE EACH YEAR: 174 Pts

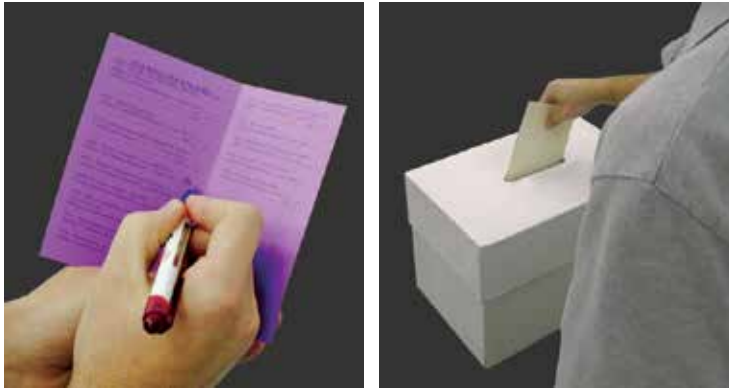


Star Points

Star Points are action-type items that employees can participate in to earn points. A pocket-sized card would be designed and distributed once a month or quarter to all employees. Any time an employee accomplishes one of the tasks set by management/employee committee, they would have their card verified by the approving authority. Approving authorities would be chosen by management and/or employee committee with AIM's assistance. At the end of the month or quarter, employees will drop their cards off into one of the designated drop boxes located within the facility. These cards are then shipped to AIM for input.

A few Star Point examples may include:

- Lockout/Tagout certified
- Volunteer to be a new employee mentor
- Updating/Writing a JHA/JSA/SOP
- Becoming CPR certified
- Conduct or help conduct a meeting
- Participating in an audit or inspection
- Cross training for different work assignments
- Completion of Training Module
- Spot Awards
- Implemented Suggestion



PTS	DESCRIPTION	APPROVING AUTHORITY	MAX	YRLY TOTAL
12	Completion of Required HSSE Monthly Training on time	HSSE Member, Supervisor or Manager	3/Qtr	144 Pts
3	Perfect Weekly Department HSSE Tailgate Meeting Attendance	HSSE Member, Supervisor or Manager	4/Mth	144 Pts
6	Volunteer to conduct a Weekly Department HSSE Tailgate Meeting	HSSE Member, Supervisor or Manager	1/Mth	72 Pts
10	Completion of an HSSE Certification (ex. First Aid Provider)	HSSE Member, Supervisor or Manager	1/Yr	10 Pts
7	Reporting a Near Miss or FIM.	HSSE Member, Supervisor or Manager	3/Qtr	84 Pts
5	Submit an HSSE suggestion that is approved and implemented.	HSSE Member, Supervisor or Manager	3/Qtr	60 Pts
5	Participate in an HSSE approved voluntary function (ex. slogan contest, incident investigation, Safety committee, Safety Committee Officer, etc.)	HSSE Member, Supervisor or Manager	1/Yr	5 Pts
10	Completing your annual physical on time	HSSE Member, Supervisor or Manager	1/Yr	10 Pts
7	100% of Work Group submitting at least one Walk and Talk Observation per Quarter	HSSE Member, Supervisor or Manager	1/Qtr	28 Pts
9	100% of Work Group submitting at least one FIM per Quarter	HSSE Member, Supervisor or Manager	1/Qtr	36 Pts
APPROXIMATE YEARLY TOTAL IF ALL POINTS WERE OBTAINED:				593 Pts



Reporting

Company reports are generated and sent to management after all data has been processed. These reports may include employee statements, employee point balances and program analysis. This will allow an overview of the plant's activities to document and analyze trends.

You will be able to assess trending in the following three areas:

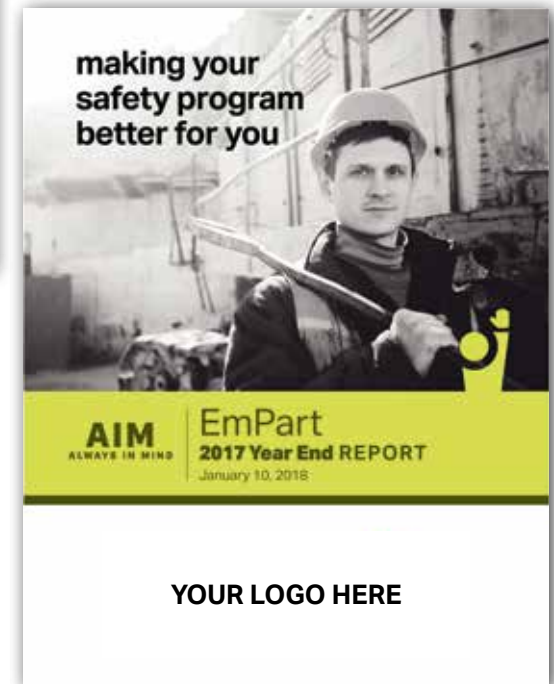
- Training through Learner Cards
- Identify employee participation levels through Star Points and Learn for Life
- Monitor recognition achievements through Base Points

Program Analysis Report

Company: **SAMPLE** Begin Date: 1/1/2017
 Report Date: **April 20, 2017** End Date: 3/31/2017

Period: **2017 Quarter: 1** Number of Employees: **948**

Description:	# Of Posts:	Total Points:
OTJS 2017 - 1Q OTJS Slips, Trips & Falls	578.00	8,670.00
Total:	578.00	8,670.00
Lottos 2017 - January Personal Fitness & Health Lotto	643.00	3,215.00
2017 - February VPP Lotto	677.00	3,385.00
2017 - March AZDP Lotto	659.00	2,795.00
Total:	1,879.00	9,395.00
Base Points 2017 - Issues & Opportunities	948.00	9,480.00
2017 - On Time Delivery	948.00	9,480.00
2017 - Utilization & Efficiency Targets Met	948.00	9,480.00
Totals:	2,844.00	28,440.00
Star Points 2017 - Community Service	150.00	300.00
2017 - Concern Reports	310.00	1,550.00
2017 - Corrective Action Implemented	125.00	625.00
2017 - Ergo Suggestion Implemented	56.00	280.00
2017 - Framework/AZDP Co-Ownership	35.00	1,225.00
2017 - Kaizen Completed	44.00	88.00
2017 - On-Time Training Complete	475.00	2,375.00
2017 - PIT Inspections	328.00	1,640.00
2017 - Safety Moment	167.00	835.00
2017 - Spot Award	125.00	1,250.00
2017 - Team Event Participation	268.00	604.00
2017 - Team Leadership	15.00	750.00
2017 - Team Participation: Safety, Ergo, Health Ahead, Quality	75.00	1,500.00
2017 - Update SRA	68.00	340.00
Total:	2,241.00	13,562.00
Quarter Total:	7,542.00	60,067.00
Star Point Tracking Participation (computed at least one star point item)	487	
Percentage of 1st Quarter 2017 Star Point Tracking Participation	51%	
Participated in OTJS	578	
Percentage of 1st Quarter 2017 Off the Job Safety Participation	81%	
Avg. Participation in Monthly Lotto	628	



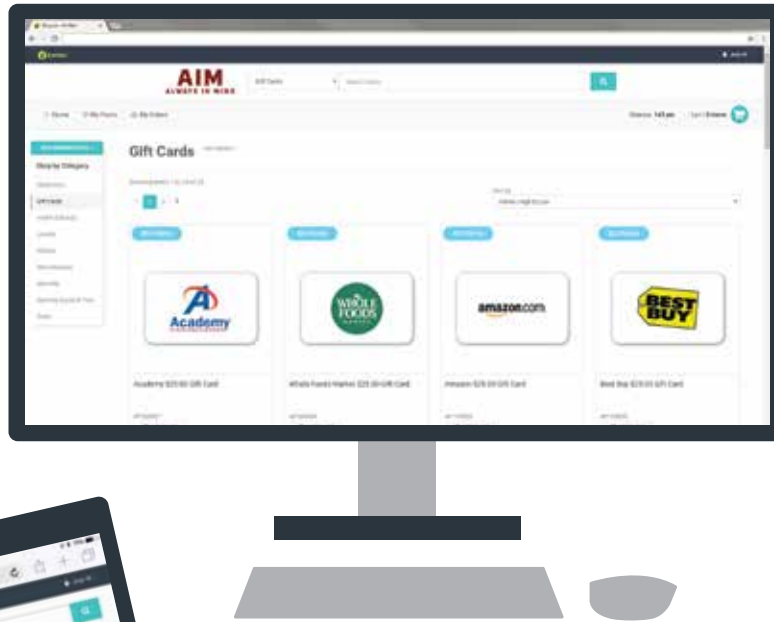


Ordering & Award Distribution

A great award is defined by AIM as a product you truly want, but don't necessarily want to spend your own money on. Products selected by AIM are useful, of high quality and wanted by your employees. The products selected are name brand products that will remain in the home for years to come as a constant reminder of their participation in your program.

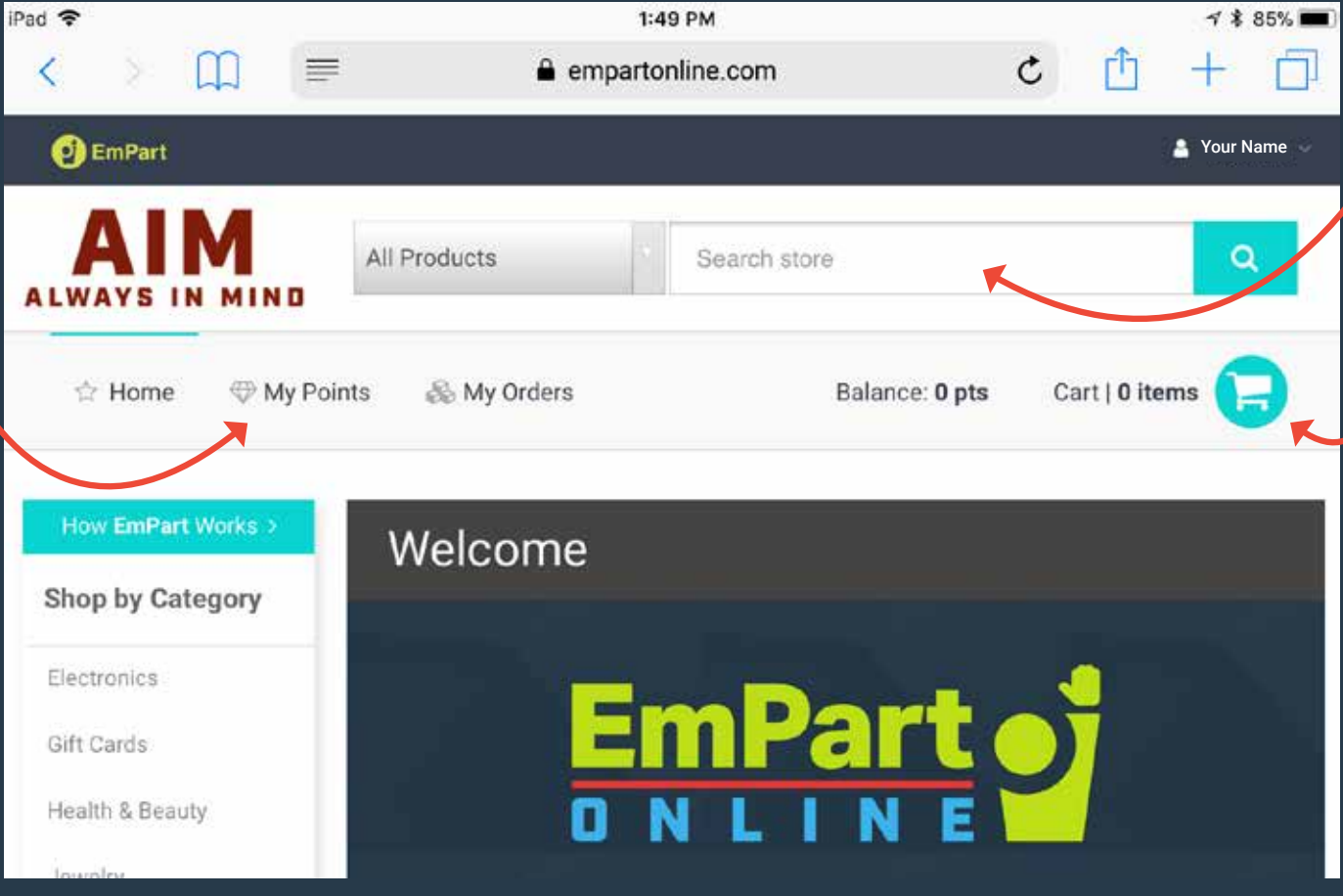
Other products we can offer are local interest items like zoo memberships and movie theater tickets. Employees will have direct access to an online account to review their account history and point balance statement. They may elect to spend their points quarterly or save for a larger award. Orders can be placed through the online store at any time and will be processed once per quarter by AIM.

AIM will ship all products to your company along with a list of names and items shipped. All awards are palletized and wrapped in black plastic to discourage theft prior to distribution.





Navigating the website is simple! Just point and click—or tap...if you're using a touchscreen device such as a tablet or smartphone. See screenshot below for a quick reference.



Click here to view your points statement.

Type here to search for specific products by name.

Click here to view your cart before placing an order. Be sure to submit your order by clicking 'Checkout'.

QUESTIONS?

If you have any questions about EmPart or would like a custom quote for your company—please give us a call or email us and one of our customer service team members will be happy to assist you.

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