EMPART

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 Safety Topics

Bloodborne Pathogens
Confined Space
Electrical Safety
Ergonomics
Fall Protection
Fire Extinguishers
First Aid
Forklift Safety
Hazard Communication
Heating 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.
**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.

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Maximum total base points available each year: 174 Pts
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 |
7 | 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

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**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
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
Report Date: April 20, 2017
End Date: 3/31/2017
Period: 2017 Quarter: 1 948
# Of Posts: Total Points:
578.00 8,670.00
578.00 8,670.00
643.00 3,215.00
677.00 3,385.00
559.00 2,795.00
Total: 1,879.00 9,395.00
Base Points
948.00 9,480.00
948.00 9,480.00
948.00 9,480.00
2,844.00 28,440.00
Star Points
150.00 300.00
310.00 1,550.00
125.00 625.00
56.00 280.00
35.00 1,225.00
44.00 88.00
475.00 2,375.00
328.00 1,640.00
167.00 835.00
125.00 1,250.00
268.00 804.00
15.00 750.00
75.00 1,500.00
68.00 340.00
2,241.00 13,562.00
7,542.00 60,067.00
487
51
578
61
626

Percentage of 1st Quarter 2017 Off the Job Safety Participation
Percentage of 1st Quarter 2017 Star Point Tracking Participation
Participated in OTJS
Star Point Tracking Participation (completed at least one star point item)
Avg. Participation in Monthly Lotto
2017 - Ergo Suggestion Implemented
2017 - On-Time Training Complete
2017 - Spot Award
2017 - Team Participation: Safety, Ergo, Health, Quality
2017 - Update SRA
2017 - Team Leadership
2017 - Safety Moment
2017 - Team Event Participation
2017 - Framework/AZDP Co-Ownership
2017 - PIT Inspections
2017 - Kaizen Completed
2017 - Corrective Action Implemented
2017 - March | AZDP Lotto
2017 - Utilization & Efficiency Targets Met
2017 - Community Service
2017 - Issues & Opportunities
2017 - 1Q OTJS | Slips, Trips & Falls
2017 - January | Personal Fitness & Health Lotto
2017 - February | VPP Lotto
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.

AIMFORSAFETY.COM
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