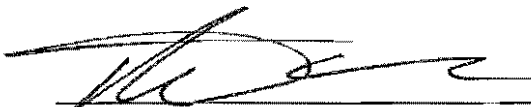
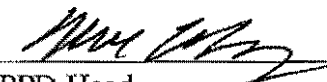


**PARTICLE PHYSICS DIVISION OPERATING MANUAL
REVIEW AND APPROVAL RECORD**

PPD EMPLOYEE RECOGNITION SAFETY AWARD PROGRAM

Revised by  15007A Date 4-11-2012
Name/ID#

Approved by  Date 4/11/2012
PPD Head

PPD EMPLOYEE RECOGNITION SAFETY AWARD PROGRAM

Policy

A special safety award program has been instituted in Particle Physics Division (PPD) for outstanding contributions to the Division safety program. It is the goal of the PPD safety award program to motivate employees to develop and improve the safety of their work place. These contributions should demonstrate innovation, extraordinary effort, and/or cost reduction in the area of Environmental Safety and Health. Suggestions that have been implemented and demonstrated to be effective will rate higher than suggestions without implementation. The objective of this procedure is to establish and maintain a fair and equitable policy for the distribution of the awards.

Eligibility

All PPD employees except for ES&H professionals are eligible for the award.

Procedures

Any eligible employee or their supervisor can make suggestions for a safety award. The suggestion must be in writing or email and endorsed by the employee's supervisor if submitted by the employee. Recommendations for safety awards may be made at any time and should be made by letter/or e-mail to the Division Head giving the reasons for the proposed award. Endorsement is required to insure that the suggestion was an original idea of the employee. The total amount of awards is determined each year by the Division Head. The Division Head will determine the amount of an individual award. An employee can be considered for an award in two successive years.

Revision History

Author(s)	Description	Revision	Date
R.Bushek	No Changes.	1	4/11/2012