

Fresno County **ECONOMIC OPPORTUNITIES COMMISSION**
HUMAN RESOURCES OFFICE

Safety BINGO
SAFETY INCENTIVE PROGRAM

Revised 01/12

A successful safety incentive program raises safety awareness, reduces injuries without causing employees to conceal injuries, while instilling proactive safe behavior that creates a safe working culture.

The purpose of EOC Safety Incentive Program is to increase safety awareness, while decreasing the number of work related injuries, by rewarding employees when no injuries occur. Safety BINGO is a Team effort within each Safety BINGO Team that requires supervisors to ensure that safety issues are dealt with and resolved in a timely manner.

The EOC Safety BINGO Administrator is Jeff Sotelo, Human Resources Safety Analyst.

Safety BINGO begins with Safety BINGO game #1. If a Safety BINGO Team experiences no Lost Time Injuries, the game is played until a winner is declared (straight line across BINGO card; horizontally, diagonally, or vertically). Once a Safety BINGO winner is declared, the winner will receive the prize for that game level. The Safety BINGO Team then proceeds on to the next Safety BINGO game. If the Safety BINGO Team experiences a Lost Time Injury, the team reverts back to Safety BINGO game #1.

I. THE GAME

- 1) Each eligible employee will be issued one (1) Safety BINGO card.
- 2) One Safety BINGO number is drawn each working day. Numbers are not drawn on days when staff is not scheduled to work.
- 3) Employees will check their Safety BINGO cards every day. If an employee has the drawn Safety BINGO number on their card, they will mark their card so that the winning number is still visible.
- 4) Each employee can use the FREE Safety Pays square located in the middle of the card, and will win when five numbers line up in a row.
- 5) Safety BINGO can be won in twelve ways: horizontally, vertically, or diagonally. Once a winner is announced, the Safety BINGO team will proceed on to the next Safety BINGO game (providing the Safety BINGO team experiences no Lost Time Injuries).
- 6) The Safety BINGO Incentive Program prizes cap off at the \$100 prize level.
- 7) Once the Safety BINGO team has reached the \$100 prize level, they will continue to build their safety record by proceeding to the next Safety BINGO game; however, they will continue playing at the capped \$100 prize level (providing the Safety BINGO team experiences no Lost Time Injuries).

II. THE RULES

- 1) The Safety BINGO Coordinator will pull a new Safety BINGO number each day, and communicate that number to all members of their Safety BINGO Team by posting, and/or e-mailing the daily number. Team members are responsible for tracking their own Safety BINGO card.
- 2) When a Safety BINGO Team experiences a Lost Time Injury, their current Safety BINGO game reverts back to Safety BINGO game #1. All other Safety BINGO Teams continue their current game until a winner is declared.
- 3) When a Safety BINGO winner has been declared, new Safety BINGO cards will be issued and a new Safety BINGO game will begin.
- 4) Any employee who breaks a safety rule or violates a safety policy will be disqualified from the current Safety BINGO game.
- 5) New employees will be eligible to play Safety BINGO at the start of the next new game. Eligibility to win a Safety BINGO game ends when an employee leaves the Safety BINGO Team.
- 6) Employees may not participate in a Safety BINGO game on days they are absent from work due to any type of Leave of Absence.
- 7) When an employee has a winning series of numbers on their Safety BINGO card, they will have five (5) workdays to report their win to their Safety BINGO Coordinator. If the employee fails to report their win in a timely manner, the employee will forfeit that winning series, and may continue playing the game.
- 8) Once a Safety BINGO winner has been declared, if a second winner is declared within the previous five (5) workdays, the prize will be split between the two (2) winners. If more than one winner is declared on the same date, the prize will be split between the winners.
- 9) Once a Safety BINGO winner has been declared, the Safety BINGO Coordinator will complete a Safety BINGO Winner Form. The form must be completed thoroughly, and must be verified and signed by the coordinator. The winner form must have the correct name and ID# of the winner indicated or the form will be sent back to the coordinator. The original winning BINGO Card and original BINGO Number Log must be submitted to Human Resources with the Safety BINGO Winner Form. The Safety BINGO Winner Form must be submitted and date stamped in Human Resources by no later than ten (10) business days from date of win. If submitted late, the game will be voided and replayed by the Team.
- 10) Safety BINGO prizes generally will be processed within 30-90 days of receipt in Human Resources. Once the Safety BINGO prize has been processed, it will be held in Human Resources for pick-up by the Safety BINGO winner. The Safety BINGO winner will be required to show ID in order to pick-up their prize.
- 11) Someone other than the Safety BINGO winner may pick-up the prize if the winner provides a request in writing. The written request must state the name of the person that has been authorized to claim the prize, along with the signature of the Safety BINGO winner. The authorized person will be required to show ID in order to pick-up the prize.

- 12) Safety BINGO winners will have six (6) months from the date they are notified that their prize is ready, to claim their prize from Human Resources. If the prize has not been claimed within six (6) months, the winner will forfeit their prize.
- 13) In order to maintain proper tracking, only the Safety BINGO Coordinator or the Alternate Coordinator is authorized to obtain a new supply of Safety BINGO cards from the Safety BINGO Administrator. Safety BINGO card order requests will be e-mailed to Jeff Sotelo in Human Resources. Please include in your e-mail the number of cards requested and the name of your Safety BINGO Team. The Safety BINGO Coordinator will be notified once the card order is ready for pick-up in Human Resources. The Safety BINGO Coordinators for off-site locations may request to have their Safety BINGO card order sent to them in Inter-office Mail. Please return all unused BINGO cards to Human Resources.

III. GLOSSARY

Safety BINGO Game ~ EOC's Safety Incentive Program.

Safety BINGO Coordinator ~ Person who oversees the Safety BINGO game for their Safety BINGO Team, pulls BINGO numbers on a daily basis, and keeps records of the games.

Safety BINGO Alternate Coordinator ~ Person assigned by the Safety BINGO Coordinator to take over the responsibilities of the game in their absence.

Safety BINGO Administrator ~ Jeff Sotelo, who tracks and oversees the Safety BINGO Program, is responsible for interpreting the Safety BINGO rules, and processes and distributes the Safety BINGO prizes.

Safety BINGO Team ~ A group of employees who have been clustered together by the Safety BINGO Administrator and/or Program Director.

Safety BINGO Card ~ A BINGO card that is issued to each employee by the Safety BINGO Coordinator, so that they may participate in the Safety Incentive Program.

Safety BINGO Winner ~ An employee who wins a Safety BINGO game by having a winning series of numbers on their BINGO card; horizontally, diagonally, or vertically.

Safety BINGO Winner Form ~ A form that is fill out and submitted to Human Resources by the Safety BINGO Coordinator, declaring the winner of the Safety BINGO game, and the prize selected by the Safety BINGO winner.

Safety BINGO Prize ~ Prize that is selected by the Safety BINGO winner.

Safety BINGO Number Log ~ A log sheet that is utilized by the Safety BINGO Coordinator to track the daily BINGO numbers as they are pulled.

Safety BINGO Winner Log ~ A log sheet that is utilized by the Safety BINGO Coordinator to track their Safety BINGO games and prizes.

Lost Time Injury ~ An employee who loses four (4) or more hours of work time due to a workplace injury.

IV. SAFETY BINGO PRIZES

Game #1	\$10 gift card
Game #2	\$20 gift card
Game #3	\$25 gift card
Game #4	\$30 gift card
Game #5	\$35 gift card
Game #6	\$40 gift card
Game #7	\$45 gift card
Game #8	\$50 gift card
Game #9	\$55 gift card
Game #10	\$60 gift card
Game #11	\$65 gift card
Game #12	\$70 gift card
Game #13	\$75 gift card
Game #14	\$80 gift card
Game #15	\$85 gift card
Game #16	\$90 gift card
Game #17	\$95 gift card
Game #18 and on	\$100 gift card