



Safety Awards Program Manual

Program Description and Website Instructions

Site Personnel

Version 1.0 – May 2016



Safety Award Program – Site Personnel

Procon recognizes employees for their safe work performance. This recognition is based on accumulating safety hours. Safety Hours are calculated as one safety hour for one hour of safe work. Overtime safety hours are accumulated at straight time, not time and a half. Statutory holidays, or other days paid but not worked, are not included in this calculation.

Safety Hour Award Levels – Site Personnel:

Upon achieving a specific milestone, points will be awarded to Procon personnel that can be used on the Procon awards site to obtain merchandise. The milestone to point ratio is as follows:

2,500 Hours	500 Points
5,000 Hours	1,000 Points
7,500 Hours	1,500 Points
10,000 Hours	2,000 Points
12,500 Hours	2,500 Points
16,000 Hours	3,200 Points
19,500 Hours	3,900 Points
23,000 Hours	4,600 Points
26,500 Hours	5,300 Points
30,000 Hours	6,000 Points
35,000 Hours	7,000 Points
40,000 Hours	8,000 Points
45,000 Hours	9,000 Points
50,000 Hours	10,000 Points
55,000 Hours	11,000 Points
60,000 Hours	12,000 Points
65,000 Hours	13,000 Points
70,000 Hours	14,000 Points

Note: Safety hours are visible on paystubs.

Points Distribution:

Hours are calculated at the end of every pay period and the corresponding points uploaded to the accounts of individuals who passed a milestone during that pay period. Once uploaded, an award letter is distributed to the employee showing the points awarded as well as the relevant username and password to log into the awards website. Points can then be used at any time. Upon achieving the next milestone, points will be added to any unused points in the system. Points can be collected to achieve higher priced items if desired.

Note: Points can only be earned by achieving safety milestones. They cannot be bought or shared.

Award Distribution:

Employees will log into the awards site and select items within their points range, which will be shipped directly to the location designated by the employee.



Safety Hour Rollback:

Safety hours are rolled back or removed under the following conditions:

1. Employee has a medical aid incident – safety hours are reduced by 500 from the date of the incident. Existing points in the company's awards site are not affected. If the medical aid rollback causes an employee to cross an hours milestone twice, they will not receive the award points the second time they cross the milestone.
2. Employee has a lost time incident – safety hours are reset to zero from the date of the incident. Existing points in the company's awards site are not affected.
3. Employee has been terminated for just cause or has quit – safety hours are reset to zero from the date of termination. Existing points in the company's awards site are removed.
4. Employee that has been laid off greater than twenty four months – safety hours are reset to zero. Existing points in the company's awards site are removed.



Safety is about doing the right thing, even if no one is looking!

Congratulations, you have set an example for yourself and your coworkers. Please accept this award as recognition of your excellent safety record.

Name: _____

Award Level: _____ Hours Accident Free = _____ Points

Username: _____

Password: _____

Quick Steps:

Step 1 – Go to the Safety Awards Website: <https://procon.mybrightsites.com/>

Step 2 – Login using the username and password provided above

Step 3 – Browse through the menu on the left to see what items are available within your points range

Step 4 – Once you have found something you like, add it to your cart

Step 5 – The website will redirect you to a screen where you can check out your item. Put in the shipping information, ***make sure to change the email address***, click check out and you're done!

For more detailed instructions, please talk to your onsite safety personnel or email burnabysafety@procongroup.com

Thank you for your excellent attitude towards safety!

Kim Dales, CRSP
Corporate Safety Manager

Safety Awards Website – Step by Step Instructions

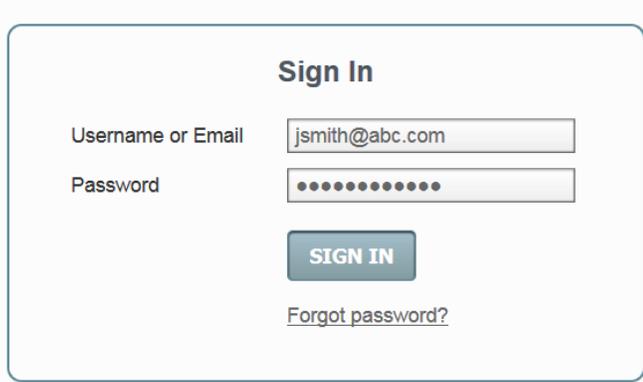
Step 1 - Go to the Safety Awards Website: <https://procon.mybrightsites.com/>

Step 2 - Click on 'login' beside the search bar on the Safety Awards home page:



A search bar with the placeholder text 'Search' and a magnifying glass icon. To its right is a yellow button labeled 'Login'.

Step 3 – Please use the username and password that has been provided for you. Enter your username and password, then click 'sign in':



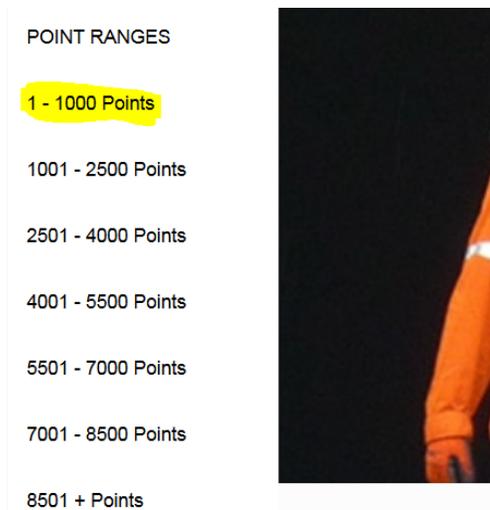
A 'Sign In' form with the following fields and elements:

- Username or Email:
- Password:
-
- [Forgot password?](#)

Step 4 – The 'points balance' is at the top of the screen on the left. You will look here to see how many points you have:

Points Balance: 1000

Step 5 - Use the menu on the left to view available items. This function is also available when you are not signed in.



A menu titled 'POINT RANGES' with the following options:

- 1 - 1000 Points** (highlighted in yellow)
- 1001 - 2500 Points
- 2501 - 4000 Points
- 4001 - 5500 Points
- 5501 - 7000 Points
- 7001 - 8500 Points
- 8501 + Points

To the right of the menu is a vertical image showing a person wearing an orange safety vest.

Step 6 – While viewing items, you can add them to your wish list and save them for a later order:

Quantity	<input type="text" value="1"/>	<input type="button" value="ADD TO CART"/>
Minimum Order Quantity: 1		
Item Price:	575	<input type="button" value="ADD TO WISHLIST"/>
Total:	575	

'Item Price' means points

Step 7 – Now that you have made your selection, click on 'add to cart':

(If you have selected an item that is worth more than your current points balance, the system will **not** tell you until you reach the check out section)

 Timex Travel Clock 500	 Contigo Byron 20oz Mug... 575	 Ladies Fleece Jacket 800
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Step 8 – The website will redirect you to a screen where you can check out your item. Click 'check out' to process the order:

575	<input type="text" value="1"/>
Item price 575	<input type="button" value="Update"/>
	<input type="button" value="Remove"/>
Subtotal (1 items) : 575	<input type="button" value="CHECKOUT"/>



Step 9 – Scroll down. Please type in ‘yes’ or ‘no’ in the box below if the item can be left at your front door by Purolator. Click continue:

REQUIRED: pls enter "Yes" or "No" in box below if goods can be left at front door

For addresses identified by Purolator as residential, the driver has the authority to automatically leave the shipment without a signature if the location is reasonably determined to be safe and secure *

no

CONTINUE

Step 10 – Scroll down and enter in the shipping information for where you would like the package to be shipped. There will be a false email provided; enter in your correct email. You can save your address information for your next order by clicking on the check box next to ‘save my address information’. Once you have all of your information entered, click on ‘Next Step’:

Shipping

Shipping contact

first name
John

last name
Smith

email
jsmith@procongroup.net

phone
604-555-1234

Shipping address

choose address... ▼

address
108-4664 Lougheed Hwy

address line 2

city
Burnaby

country
Canada ▼

state
British Columbia ▼

zip code
V5C 5T5

save my address information

NEXT STEP

Step 11 – Scroll down and select ‘Purolator Ground’ as the shipping method then click ‘continue’:=

Shipping Method

Shipping method

Purolator Ground (0)

CONTINUE

Step 12 – Please double check shipping information to ensure it is correct:

Shipping

Shipping contact	Shipping address
John Smith 604-555-1234 jsmith@procongroup.net	108-4664 Lougheed Hwy Burnaby, British Columbia, V5C 5T5 Canada

Step 13 – Please disregard payment billing contact. All billing is internal:

Payment

Billing contact

same as shipping contact

first name

last name

email

phone

Step 14 - Click ‘use my account balance’ then click continue:

You have **1000** in your balance

use my account balance

CONTINUE

****You can go back to your cart and add or remove items at any time prior to this step****



Step 15 – Click on 'Place Order Now' to complete your order:

A rectangular button with a light blue background and a thin dark border. The text "PLACE ORDER NOW" is centered on the button in a bold, white, sans-serif font.

PLACE ORDER NOW

Step 16 – After successfully checking out, navigate away from the page to refresh points balance

Note: You are able to order more than one item if you have points left over. Please use the same process listed above to complete the second order.

Note: The system will not let you proceed during the checkout process if any information is missing.