



**ADVANCED INDUSTRIAL SERVICES, INC.**  
**AIS GRAPHIC SERVICES, INC.**  
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## **A.I.S. SAFETY INCENTIVE PROGRAM**

The plan offers our employees three different incentives for working safely without injuries and/or lost time. This program was designed to encourage both individual and group safety awareness. Please note that office employees are exempt from the individual incentive programs. However, they will be awarded the group incentive, should AIS reach its annual goal. Please note that none of the qualifications below will be retroactive. You must be actively employed during the entire incentive year to be eligible for any of the incentive rewards.

**Note that employees who receive safety violations during the incentive period are disqualified from the program during that incentive period.**

### **INDIVIDUAL INCENTIVE ONE**

**Each incentive year (actively employed through incentive year commencing each August) without incident the employee will be awarded a \$100.00 safety bonus.** An incident would be considered a work-related injury that would result in any of the following: an injury that involves days away from work, restricted work activity or job transfer, or medical treatment beyond first-aid. If the injury requires only first-aid treatment, it is not considered an incident. The following types of treatment are considered first-aid only:

- Using non-prescription medication at non-prescription strength
- Administering tetanus immunizations
- Using wound coverings such as bandages, Band-Aids, gauze pads, etc.
- Using hot or cold therapy
- Using any totally non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.
- Drilling of fingernail or toenail to relieve pressure, or draining fluids from blisters
- Using eye patches
- Using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye
- Using irrigation, tweezers, cotton swab or other simple means to remove splinters or foreign material from areas other than the eye
- Using finger guards
- Drinking fluids to relieve heat stress

### **INDIVIDUAL INCENTIVE TWO**

**Each employee that works two (2) consecutive years without incident (as defined above), will earn a Safety Day (vacation day).** Employees can earn these vacation days every two years as they work incident free building up a total of five (5) extra vacation days. Example; If you work ten (10) years incident free, you will have earned an additional week vacation time to any vacation time you have already earned.

### **GROUP INCENTIVE**

**If AIS as a group reaches a goal of fourteen (14) days or less lost time, all eligible employees (actively employed through incentive year commencing each August) earn entertainment tickets.** AIS will offer a choice to employees (i.e. dining gift certificates or movie gift certificates). All entertainment tickets will be of equal value. Specific entertainment choices will be announced should the group incentive be earned. Please note that this group incentive is based on lost time, not incidents. This plan was designed so that one employee's injury would not jeopardize the entire group, to prevent any individual retaliation concerns.

We are very pleased to announce these incentives and trust that our efforts will be mutually beneficial to both employer and employees. Should you have any questions on this incentive plan, please feel free to contact the Safety Department.

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