



Best Practice Category:

General Work

Document #:

BP113GW

Category the document will be located on the Intranet under Best Practices

BP + Sequential Number + Category

Document Title:

Project Incentive/Recognition Plans

Owner:

Jacob Reichert

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BUL of Originating Business Unit

**Business Unit Designation:**

- BU 01 - Infrastructure
- BU 02 - BR Civil
- BU 04 - Houston Civil
- BU 15 - Deep Foundations
- BU 23 - Marine
- BU 29 - BR Mechanical
- BU 30 - Houston Mechanical
- Pipe Fab Facility
- Form Fab Facility
- Westport Operations
- Cajun Office Facilities

*A check next to a Business Unit indicates this best practice is required by that business unit and therefore is a mandatory Standard Operating Procedure (SOP) for that business unit.*

**PURPOSE:**

The purpose of this best practice is to provide guidelines and references of project incentive and or milestone recognitions to support the implementation of Project Specific Incentive Programs. The references listed below are intended to provide a foundation to build Project Specific Incentive Programs off of and in no way intended to limit the implementation of creative programs that are not listed below. It is Cajun’s recommendation that Project Specific Incentive Programs should not be based off of a criteria involving safe work hours or “incident free” as this could help promote a culture of hiding. The incentive program should be used as a way to recognize safe behaviors, not results, in an effort to promote Cajun Culture.

**PROCESS:**

The financial costs of the recognition programs should be considered during the estimation phase of the project. Project management should submit an outline of the program with a budget attached to the Business Unit Leader for approval prior to mobilization of the project. The guidelines of the program should be project specific, determined by Site Leadership, and finalized during the preconstruction meeting prior to mobilization. As projects continue to grow and scope is changed, the Project Incentive Plan should be updated accordingly. The Programs implemented should be considered live documents that should be changed to fit the project’s needs. If gift cards are utilized an acknowledgment form must be signed by the receiver and project management shall keep an audit log on site for every gift card handed out for tracking purposes.

**Project Specific Incentive/Recognition Plans**

- Crew of the Week:  
Crew of the Week/Month Programs should be based off of a set criteria developed by Site Management and shared with project personnel. Awards for the program should be predetermined when implementing the program.
- Project Specific Good Catch Program:  
Project Leadership should consider following the same criteria as their respective BU specific program and tailor it to the Project. Award levels and prizes should be determined by Project Leadership.
- Milestone Lunches:  
Lunches provided to all project personnel should not be considered “safety lunches for no incidents.” Project leadership should decide which milestones to celebrate for the project. The lunches may include raffle prizes, giveaways, and presentations. Site leadership should promote what milestone was achieved.

- On the Spot Recognition:  
Recognition of a team member who has gone above and beyond, observed using Stop Work Authority (SWA) to help prevent a potential unplanned event, consistently using safe work practices, etc... Project Leadership should determine what the awards will be: hats, gift cards, cups, tools, shirts, etc...
- Team Member of the Week/Month:  
Each crew Supervisor nominates a team member from his crew. The team member nominated should be based off a criteria set by site leadership. Criteria to be considered are: Leads by example, promotes Cajun Culture, demonstrates safe behavior, pretask participation, good catch participation, coaching other team members. The team member can be recognized with a gift and a picture to be displayed in the lunch tent. The awards should be determined by site leadership.
- Safety Banner Contest:  
Safety Banners provide visual reminders to all. Safety Banner Contest Focus Topic can be anything found to be a re-occurring hazard or from a recent safety incident we want to put our focus on. Each participant shall design individually or work with their family/kids to come up with their conceptual design. This can be a hand sketch illustrating the focal point.
- Quality PreTask Award:  
This can be on a weekly or monthly basis. Setting up an observation system where each pretask writer is observed conducting a pretask meeting and the documentation is reviewed. The award can be based off a percentage score for the best pretask/meeting. This can help promote a quality pretask plan while also ensuring all pretask are reviewed.
- Green/Red Stripe Ceremony:  
Small recognition ceremony for taking a green or red stripe off in front of their peers.
- Build a Barge/Rig Program:  
Deep Foundations and Marine Specific. Contact Business Unit for reference.
- Family Fun Day:  
Held off site. Food and entertainment
- Supervisor Recognition:  
The Superintendents, Surveyors, APMs, safety professionals, and other important field staff personnel often get overlooked when it comes to recognizing them for their dedication and long hours on a project. This could include a group dinner, fishing/hunting trip, weekend getaway, etc...

**PAYOFF:**

Following this Best Practice will help promote Cajun Culture and positive recognition for good behavior. It will help provide a safe work environment while also promoting Cajun's message of caring for our employees. Implementing Incentive/Recognition Programs on a project level allows for team members to be recognized for safe work and will help promote safe work behaviors.

Approvals		
<u>Title</u>	<u>Signature</u>	<u>Date</u>
Vice President		8/27/24

Revision History				
<i>Rev #</i>	<i>Date</i>	<i>Reason for Changes</i>	<i>Originator</i>	<i>Effective Date</i>

**Note: SOP Requirement** *Work must be performed in accordance with the information in this Best Practice. If it is determined, that work cannot be done as required in the document or that it presents additional risk, you must obtain authorization for variance from the Business Unit Sr. Construction Manager and Business Unit Manager of Safety.*