



The Find It - Fix It Program is a new safety and property incentive program that is currently available to all Milwaukee County employees. The program details can be found below. Additionally, a recorded presentation and entry cards can be found on the Milwaukee County Risk Management web page (<http://county.milwaukee.gov/Risk/FindItFixIt>).



Goal

The Find It - Fix It safety and property incentive program is in place to promote a safe and healthy work environment, reduce injury and illness, improve our infrastructure, and commend individuals for upholding high safety standards. The goal is to enhance our organizational culture by rewarding individuals for finding and fixing safety hazards and property issues that could negatively affect Milwaukee County staff, property, and the general public.

Program Objective

The program objective is to encourage employees to find and fix safety hazards and property issues as they see them, rather than walk by and think that "someone else" will fix them.

Procedures

1. For every safety hazard or property issue that an employee finds and either personally fixes or fixes with management, the employee and manager become eligible to submit one entry for a quarterly drawing.
2. On a quarterly basis, Risk Management will draw several names at random from the submitted entries. The chosen entry will win a prize (to be determined). Entries will remain in the program for the calendar year so the more items you find and fix, the more chances of winning.
3. As we eliminate the hazards and property issues, our workplace will become safer and more enjoyable for everyone.

Sample Hazards/Issues with Fix

Walking/Working Surfaces observed with poor housekeeping or trip hazards in the hallway, aisles, or shop.

The Fix: Area cleaned, trip hazard removed, and addressed with supervisor.

Handheld Tools: Tools observed in poor condition

The Fix: Tools reported and replaced.

Electrical Safety: loose/exposed wires, missing knockouts, no broken components, panels labeled and accessible, defective lighting

The Fix: Issue reported, addressed with supervisor and repaired

Machinery Safety: Machine not properly secured to floor, guard missing, or not in place.

The Fix: Equipment properly secured to floor, cleaned, and machine guard properly installed.

FIND IT - FIX IT SUBMISSION CARDS



FIND IT - FIX IT PROGRAM

RULES
IN ORDER TO BE A QUALIFIED ENTRY, THE EMPLOYEE MUST:

1. Initiate the fix. It does not count if the fix was already in progress.
2. See safety hazard or property issue to completion. Only when the fix is complete may you enter.
3. Routine preventative maintenance and/or normal work duties are excluded from this program.
4. A supervisor's signature is required prior to submission.
5. One entry per safety hazard or property issue, however, you may fix as many safety hazard or property issues as you like.
6. Entries are accepted through the calendar year and should be sent to:

Courthouse
 Risk Management - RM. 302
 or
 scanned and emailed to finditfixit@milwaukeecountywi.gov
7. The winners will be contacted in the order they are selected and will have first choice of the selected prizes.



NAME: _____ CLOCK #: _____

DATE: _____ DEPARTMENT: _____

SAFETY HAZARD: PROPERTY ISSUE:

DESCRIPTION: _____

THE FIX: _____

SUPERVISOR SIGNATURE: _____ DATE: _____