

# SAFETY MEMO

**TO: ALL AAE STAFFS**

**DATE: 17/01/2024**

**REFERENCE: AAe/SMS/SM/03/2024**

**SUBJECT: AWARDS FOR HAZARD REPORTING EXCELLENCE**

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## **INTRODUCTION:**

Dedicated to cultivating a safer and more secure environment, we are excited to introduce a rewarding initiative for individuals who actively report hazards via our designated hazard report form. Acknowledging the crucial role that individuals play in identifying and addressing potential risks, we invite everyone to actively engage in this collective responsibility. Your participation not only contributes to the overall safety of our community or workplace but also makes you eligible for rewards as a gesture of appreciation for your vigilance and commitment to creating a hazard-free space.

## **ACTION**

1. Employees should not ignore or claim ignorance if they identify any hazards.
2. Employees must inform their direct supervisor about any identified hazards without delay.
3. Any hazards identified must be reported by filling out the Incident, Occurrence, and Hazard Report Form AAe/SS/011.

This memo serves as an announcement for all the AAe staff about the rewarding initiatives designed to recognize and reward employees who demonstrate exceptional commitment to proactive safety reporting in the workplace.

Safety Review Board (SRB) members have agreed to provide the highest recognition to those staff who effectively contribute to active hazard reporting.

**Employees of AAe who actively engage in hazard reporting and who have documented the highest number of hazard reports will be awarded lunch vouchers and an appreciation letter signed by Accountable Manager (CEO).**

Thank you for your cooperation.



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