

## CHAPTER 12

### NATIONAL SAFETY AND HEALTH, AND WORK FAMILY LIFE INCENTIVE AWARDS PROGRAM

#### 12.1 PURPOSE

This chapter contains guidelines and instructions for the preparation and submission of nominations for the Animal and Plant Health Inspection Service (APHIS), National Safety and Health, and Work Life Wellness Incentive Awards Program.

Each regional/laboratory/headquarters council representing APHIS programs is eligible to submit nominations for the awards listed in Section 12.2. The Administrator's Award and the Designated Agency Safety and Health Official's (DASHO) Award are exceptions to this rule.

These guidelines and instructions pertain to the safety and health programs, and the Work Life Wellness activities in both the workplace and private life during the fiscal year. It is strongly recommended that each nomination provide as much pertinent information as possible to permit the nominee to effectively compete in the process.

#### 12.2 TYPES OF AWARDS

- A. The National APHIS Safety and Health Council has established seven distinct awards. The awards are as follows:
- Safety and Health Individual Achievement
  - Safety and Health Group Achievement
  - Defensive Driving Achievement
  - Safety and Health Leadership Award
  - Special Achievement Award
  - Administrator's Award
  - DASHO's Award

B. The Work Life Wellness program has established the following awards. More than one may be given for each category:

- Work Life Wellness Individual Achievement Award
- Work Life Wellness Group Achievement Award
- Work Life Wellness Achievement Award
- Work Life Wellness Physical Fitness and Wellness Award
- Special Achievement Award

### 12.3 SAFETY AND HEALTH AWARDS

The following paragraphs give general guidance and some examples of criteria which could be considered in the nomination narrative. It is recommended that the nomination narrative provide as much descriptive detailed information as possible. Except where noted, the nominations must relate to events in the fiscal year for which the recognition is nominated. Nominees also should have competed and received recognition at their respective regional/laboratory/headquarters level awards program before being submitted to the APHIS National Safety and Health Incentive Awards Program. Nominees may be considered for runner-up awards based upon their merit as compared to the overall winner.

12.3.1 **Safety and Health Individual Achievement.** This award will be presented to the APHIS employee deemed most involved with safety and health promotion, both in his/her workplace and private life.

- Note: This award category is intended for line and management employees who are not collateral duty safety and health officers, or full-time safety and health professionals. The following are examples of important criteria which could be addressed in the narrative:
- Significant safety and health contributions to the promotion of safety and health in the workplace through significant personal initiative and commitment.
- Outstanding personal commitment to personal safety and health. This may be demonstrated by participation in personal health monitoring activities beyond work exposure risks; safe operation of personal, official, or recreational vehicles; participation in the provision of, instruction of safety and health training activities; or personal use of protective equipment when required.

### 12.3.2

**Safety and Health Group Achievement.** Work units that best exemplify the group contributions and collective dedication of employees and management for a safe and healthy workplace/community are eligible for this award. The following are examples of criteria which could be addressed in the nomination for the Group Achievement Award:

- A. Demonstration of a good in-house safety program, and a measurable increase in both managerial and employee commitment to accident/injury/illness prevention, and basic safety and health programs (e.g., fire safety, hazard communication, chemical hygiene, workplace hazard identification and abatement, or supervisor and employee awareness training).
- B. Demonstration of outstanding safety and health performance on projects or special events outside of normal requirements.
- C. Significant participation in safety and health classes, i.e., first aid, cardiopulmonary resuscitation (CPR), defensive driving, drug testing, stress management, wellness activities, etc. Dates of classes should be given.
- D. Outstanding personal safety and health accomplishments by work unit employees. This includes participation in personal health monitoring activities; participation in donor or volunteer programs; participation in community/workplace safety and health activities; accident-free motor vehicle miles driven; number of man-hours without lost time injury; consistent and appropriate personal protective equipment use.
- E. Any other significant contributions to safety and health program promotion/activity, i.e., lifesaving efforts, involvement with other Federal safety councils, program safety awards received, etc.

### 12.3.3

**Defensive Driving Achievement.** The National APHIS Safety and Health Council will provide an award to the APHIS employee who has best demonstrated/promoted safe driving on official duty.

Some attention should be given to the number of miles driven for the given fiscal year; nominee's motor vehicle accident/violation record for the last 5 years of service; and defensive driver training course completion status (current or not).

The following are some additional examples of criteria which could be addressed to enhance the nomination for consideration of the Driving Achievement Award:

- A. Performance as a defensive driver training instructor or coordinator (include dates and information on the numbers of employees reached through training).
- B. Types of driving environment situations, for example: rural or urban settings; mountainous areas; high hazard settings (airports, sea terminals, international assignments); off-road use; equipment towing. If possible, approximate how much of the total experience are in these environments. For example, a table like this may be prepared:

Physical Location	City Driving	10%
	Mountainous	15%
	Rural Areas	65%
Road Conditions	Wet/Snow/Ice	10%
	Dry Pavement	80%
	Off Road	10%

- C. Personal attention to proper maintenance and good housekeeping of equipment, and use of safety equipment.

#### 12.3.4

**Safety and Health Leadership Award.** The National APHIS Safety and Health Council will present an award to the Safety and Health Officer who best demonstrates initiative and commitment to safety and health in the workplace through the exercise of leadership. (Please note: This award is for recognition of the collateral duty safety and health officers, full-time safety and health officers, and other designated employees with significant safety responsibilities.)

If applicable, the narrative should address the following:

- A. Nominee’s personal accident reduction program. List actions undertaken to prevent accidents.
- B. Motor vehicle accident program. Detail steps undertaken to reduce or prevent motor vehicle accidents.
- C. Safety and health training outreach efforts, i.e., CPR, defensive driving, Occupational Safety and Health Administration program requirements, etc.
- D. Significant safety enhancements or hazard reductions/abatement. Exceptional efforts to identify potential safety problems, or responsiveness to a safety issue with measurable accomplishments.

- E. Involvement in resolving safety and health management issues. The development of safety and health program initiatives or projects should be included.

12.3.5 **Special Achievement Awards.** The Council may award special achievement awards each fiscal year to individual employees and/or work units or safety committees for special acts. It is suggested that local councils and committees submit nominations for these national awards in narrative format.

12.3.6 **Administrator's Award.** This award recognizes achievement at the regional/laboratory/headquarters office level and is based upon data and input from regional CDSHOs, full-time safety professionals, and their respective safety and council/committee minutes. This input is evaluated by headquarters safety personnel on behalf of the National APHIS Safety and Health Council, and a winner determined by review. The award winner is then forwarded to the awards committee for their acknowledgment.

12.3.7 **DASHO'S Award.** This award also recognizes achievement at the regional/laboratory/headquarters/program level. The recipient of this award is selected by headquarters safety staff, on behalf of the DASHO, for an activity that has accomplished a noteworthy feat in fulfilling its goal of a safe working environment. Activities may nominate themselves for this award in narrative format.

12.3.8 **Certificates of Appreciation.** The Council may award Certificates of Appreciation to submitted nominations which may not have been appropriate in other categories. Certificates of Appreciation may be awarded to employees or units nominated by their council as well.

#### 12.4 WORK LIFE WELLNESS (WLW) AWARDS

The WLW award process consists of WLW members conducting a self assessment that must be signed by their immediate supervisor. The assessment is computer generated and self assessment scores are entered and tabulated. Those WLW members who rank the highest are then considered for an award. Additionally, WLW members must submit a monthly activity report to the WLW program manager, which is compared to the self assessment. Based on the self assessment and the monthly activity reports, award winners are selected (there may be more than one award winner per category). This does not include the Wellness and Physical Fitness Award.

12.4.1 **Work Life Wellness Individual Achievement.** This award is for a candidate who has successfully implemented WLW activities/programs to promote a family/friendly work environment; has increased the visibility

of WLW by working with management to create a work environment that encourages a life style balance between professionalism and personal life; and is active on WLW, Safety and Health, or other committees/councils.

12.4.2 **Work Life Wellness Group Achievement.** Through working together, a group of APHIS employees have improved the work environment or community by developing and implementing family/friendly programs.

12.4.3 **Work Life Wellness Achievement Award.** This award recognizes some major WLW achievements; long term commitments; or a lifetime award to either an individual or group accomplishment either at work or in their community.

12.4.4 **Work Life Wellness and Physical Fitness Award.** This award grants \$2,500 for fitness equipment or memberships in private fitness facilities.