

United States of America
DEPARTMENT OF COMMERCE

DEPARTMENT
ADMINISTRATIVE ORDER 209-5

**DEPARTMENT
ADMINISTRATIVE
ORDER SERIES**

DATE OF ISSUANCE

EFFECTIVE DATE

October 16, 1970

October 16, 1970

SUBJECT

SAFETY AWARD PROGRAM

SUPERSEDED
Revocation of
209-5
BY 209-5 DATE 6/15/2017

SECTION 1. PURPOSE.

.01 The purpose of this order is to provide for special recognition by the Department of organizational components which achieve superior accomplishment in accident prevention.

.02 This is a general revision to update the order and to:

- a. Clarify factors affecting accident rates;
- b. Revise weighting of program quality elements;
- c. Change the requirement for submission of the annual summary of activities from 60 to 30 days after the close of the calendar year;
- d. Provide an additional circumstance for granting a Safety Merit Award; and
- e. Establish a more equitable basis for granting awards by providing three categories of work exposure.

SECTION 2. GENERAL PROVISIONS.

.01 Two types of annual safety awards are hereby established:

- a. Safety Honor Award - For the greatest reduction in injury rates (and motor vehicle accident rates, where applicable) and the maintenance of an effective safety program; and
- b. Safety Merit Award - For the second greatest reduction in injury rates (and motor vehicle accident rates, where applicable) and the maintenance of an effective safety program; or in recognition of improvement under the exception covered in paragraph 3.02 of this order.

.02 For purposes of these awards organizational components will be classified into the following three categories of work exposure:

- a. Office and Clerical-type units with 300 or less employees.
- b. Office and Clerical-type units with more than 300 employees.
- c. Industrial-type units.

.03 One Safety Honor Award and one Safety Merit Award may be given to qualifying organizations in each category.

.04 For purposes of determining eligibility for the awards, an ad hoc review committee will be appointed each year by the Director, Office of Administrative Services (OAS), to appraise safety activities and nominate recipients of awards.

SECTION 3. REQUIREMENTS FOR AWARDS.

.01 To qualify for a Safety Honor Award, an organization must achieve the greatest reduction, in its category, in injury frequency rates (and motor vehicle accident rates, where applicable) and not less than 5% improvement during the award year as compared with its cumulative experience for the preceding 24 months. In addition, it must attain during the award year a program quality score of at least 45, based on weighted elements outlined in paragraph .04 of this section.

.02 To qualify for a Safety Merit Award, an organization must achieve the second greatest reduction, in its category, in injury frequency rates (and motor vehicle accident rates, where applicable) and not less than 5% improvement during the award year, as compared with its cumulative experience for the preceding 24 months. In addition, it must attain during the award year a program quality score of at least 35, based on weighted elements outlined in paragraph .04 of this section. If no organization achieves 5% statistical improvement, however, and there is therefore no second place winner, a Safety Merit Award may be given to the organization in the category with the greatest improvement in rate during the award year as compared with its cumulative experience for the preceding 24 months, provided it has a program quality score of at least 35.

.03 Maintenance of a zero injury or motor vehicle accident rate for a second consecutive year will be considered maximum reduction for award purposes.

.04 Evaluation of safety program quality will be based on the following weighted elements:

- a. Leadership by operating unit head and immediate staff (Maximum points - 10);
- b. Assignment of responsibility for program direction (Maximum points - 8);
- c. Safety program organization and implementation (Maximum points - 7);
- d. Control of Unsafe Conditions (Maximum points - 10);

- e. Safety training and education (Maximum points - 10);
- f. Safety Promotion (Maximum points - 5); and
- g. Accident Investigation, Reports, Records and Analysis (Maximum points - 10).

(Maximum possible points - 60)

SECTION 4. DEFINITIONS OF ACCIDENT RATES.

.01 "Injury frequency rate" is the number of disabling injuries per million manhours, computed as follows:

$$\frac{\text{Number of disabling injuries during a calendar year} \times 1,000,000}{\text{Employee hours of exposure}}$$

.02 "Disabling injury" is any fatal or permanent injury or any occupational injury causing the loss of time of one full day or more beyond the day or shift of injury including Saturdays, Sundays, and days off.

.03 "Motor Vehicle Accident Rate" is the number of chargeable motor vehicle accidents per 1,000,000 miles, computed as follows:

$$\frac{\text{Number of chargeable motor vehicle accidents} \times 1,000,000}{\text{Total vehicle mileage}}$$

a. "Chargeable motor vehicle accident" is any occurrence involving a motor vehicle on official business which results in death, injury or property damage, except when the vehicle is properly parked. Vehicle damage caused by flying debris or objects is excepted.

b. "Properly parked" refers to a vehicle completely stopped and parked where it is legal to park such a vehicle or to stop for the purpose of loading or unloading. Vehicles stopped momentarily at intersections or toll gates, or standing in traffic in response to a sign, signal, officer or traffic condition are not considered properly parked.

SECTION 5. DISQUALIFICATION FACTORS.

An operating unit shall not be eligible for an award nomination if its experience during the award year has included an employee death or permanent total disability, or a fatal injury to other than an employee which is caused by an act or condition reasonably within the control of the operating unit.

SECTION 6. JUSTIFICATION FOR AWARDS.

.01 Within 30 days after the close of each calendar year, operating units will submit to the Director, OAS, a summary of activities with appropriate exhibits, which will relate the quality and effectiveness of accident prevention efforts to the criteria set forth in paragraph 3.04 of this order.

.02 Statistical data relating to injuries and accidents will be determined from Departmental records, supplemented as required by official records of the Bureau of Employees' Compensation, U.S. Department of Labor.

SECTION 7. EFFECT ON OTHER ORDERS.

This order supersedes Department Administrative Order 209-5 of December 27, 1963.



Director, Office of Administrative Services

Approved:



Assistant Secretary for Administration