

DEPARTMENT OF THE ARMY
Corps of Engineers, Portland District
P. O. Box 2946
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CENWP-SO
Regulation
No. 385-2-1

15 May 2002

Safety
SAFETY AWARDS PROGRAM

History. This issue is a revision of the NWPR 385-2-1.

Summary. This regulation on the safety awards program has been revised to **change some of the verbiage and changes the months for starting and ending dates of reporting period.** It also establishes a fiscal year submittal of **group**/crew log(s) and the forms used to nominate and verify group/crew for recognition. Changes have been **bolded** for ease of identification.

1. PURPOSE. This regulation establishes the policy for the safety awards program in the Portland District.
2. APPLICABILITY. This regulation is applicable to all Portland District operations as described in paragraph 4.
3. REFERENCES. Related publications are listed below.
 - a. AR 385-10, The Army Safety Program.
 - b. AR 385-55, Prevention of Motor Vehicle Accidents.
 - c. AR 672-20, Incentive Awards.
 - d. NWDR 385-1-1, Safety and Occupational Health (SOH) Program.
 - e. NWPR 690-1-1, Incentive Awards.
4. EXPLANATION OF TERMS.
 - a. **Recordable injury. When Department of Labor forms are filed for an employee incurring an injury (lost time or not).**
 - b. **Recordable property damage. Motor vehicle/property damage of \$2,000.**

*This regulation supersedes NWPR 385-2-1, 15 May 2001.

c. Reportable motor vehicle accident. Any accident regardless of damage.

5. TYPES OF AWARDS AND ELIGIBILITY REQUIREMENTS.

a. Group Safety Awards.

(1) Plaques.

(a) District safety awards plaques will be awarded on an annual basis to recognize exceptional and highly successful safety performance of **Portland District** Offices, Branches and Field Offices. (See Appendix A.)

(b) A revolving safety award plaque presented annually and held one year, for exceptional safety performance will be awarded to the office **whose personnel have driven** the most miles during the year in excess of 100,000 miles without a **reportable motor vehicle** accident. (See Appendix B.)

(c) Safety award plaques may be awarded to recognize cumulative years/manhours (200,000 or more) of significantly improved safety performance of **Portland District** Offices, Branches and Field Offices.

(2) Certificates of Merit. District certificate of merit may be awarded on an annual basis to recognize significantly improved safety performance of **Portland District** Offices, Branches and Field Offices.

b. Group/Crew Incentive Awards.

(1) District offices are encouraged to recognize individuals collectively on a per group/crew basis for noteworthy safety achievement. Management of the Group/Crew Safety Awards portion of the program is the responsibility of **Portland District** and individual office chiefs. (See Appendix C.)

(2) To be eligible for an award the entire group/crew must not have experienced **an** accident (**recordable injury**/lost time injury or reportable motor vehicle/property damage accident) during a one year period (see Appendix C for details).

c. Recordkeeping of NWP Form 385-2-R. The Portland District Safety Office will maintain NWP Forms 385-2-R under the Modern Army Recordkeeping System (MARKS) File Number 672-74a for 10 years as the office of record having award selection responsibility.

FOR THE COMMANDER:

3 Appendices
App A - Exceptional/Highly
Successful
App B - Motor Vehicle Operations
App C - Group/Crew Incentive Awards
for Safety


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DISTRIBUTION:
<http://www.nwp.usace.army.mil/im/r/regs/nwpr.html>
All Supervisors

APPENDIX A

DIVISION OFFICES
BRANCHES AND
FIELD OFFICES

Awards

(Plaque)

EXCEPTIONAL

Requirements

1. Worked a minimum of 200,000 manhours and drove at least 100,000 miles (this may be in one calendar year or an accumulation of calendar years).
2. No **reportable** accidents (**recordable** injuries, motor vehicle or property damage).
3. Administers both government and contract work.
4. Exposure consists of at least one of the following operations:
 - a. Dredging
 - b. Construction
 - c. Hydroelectric Power Plants
 - d. Flood Control
 - e. Land Plant Facilities
 - f. Surveying

NOTE: Chargeable accidents caused by the public will not be considered when making award determinations.

APPENDIX B

DIVISION OFFICES
BRANCHES AND
FIELD OFFICES

Awards

(Plaque)

EXCEPTIONAL
(Motor Vehicle Operations)

Requirements

1. A revolving award presented annually and held for one year, to the office **whose personnel drove** the most miles in the District during the year without experiencing a **reportable** motor vehicle **or property damage** accident.
2. Motor vehicle exposure must exceed 100,000 miles driven.

NOTE: Chargeable accidents caused by the public will not be considered when making award determinations.

Appendix C
NWPR 385-2-1
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The Safety Incentive Group/Crew Award Log, Verification and Approval Form (NWP Form 385-2-R) **is** available **either** electronically on the NWP network server or from the NWP Forms Manager. A copy of this form will be forwarded to the Safety Office. Upon completion of the form, the "group/crew" listed cannot be changed for at least a one-year period following the date of the Log Form. (**Except for** transfers or positions **filled/created/removed**). Whenever an employee transfers to/from **the** group/crew, the **form** will be updated and **a copy will be forwarded to the** Safety Office.

5. Paperwork Flow Path: Upon completion of **recordable injury without lost time or reportable motor vehicle/property damage** accident free work year by **the** group/crew, the **foreperson**/first line supervisor will complete NWP Form 385-2-R. This involves listing the crewmembers by name, signing by **inserting**, first line supervisor's administrative office **symbol**, **and** then forwarding **the form** to **the** Safety Office for verification. After Safety Office's verification, **the** form will be forwarded to FOA **for** approval.

EXAMPLES

Example 1.

A mechanical crew at a hydroelectric plant consists of 19 employees. Because the crew size is greater than ten employees, the crew is divided by the **foreperson** into two groups, Group A (10 employees) and Group B (9 employees). The names of the employees of each group are listed on NWP Form 385-2-R by the **foreperson**, and a copy is forwarded to the Safety Office. One of the Group A employees sustains a **recordable/lost time injury during the year**; therefore, Group A starting date will **become 1 October of the next fiscal year**. Group B completes one year of accident free work on the last day of **September**. The **foreperson** immediately completes NWP Form 385-2-R and forwards it to the Project Manager for approval. The Verification Form is then forwarded through the Safety Office (for verification), **and then** to the **District** chief for final approval. The award will consist of **\$250** for each employee of Group B since his or her work is considered high risk by the Group B supervisor.

Example 2.

One of a project's small remote plants has a total of seven employees and a supervisor. The employees consist of one mechanic, one electrician, one **utility person**, two operators, two park rangers and the supervisor. The supervisor and Project Manager decide to combine these seven employees into one group. The mechanic, electrician and **utility person** are considered in the "high risk" category, and the operators and park rangers are considered in the "moderate risk" category. After completing one year of accident free work, the group is eligible for three **\$250** awards and four **\$150** awards.

Example 3.

A dredge has a twelve-person crew plus two 1st line supervisors. The crew consists of two electricians, two mechanics, one technician, four deckhands and three cooks. The supervisors and captain decide to divide the crew into two groups as follows: Group A consisting of one mechanic, one electrician, the technician, two deckhands and one cook. Group B consisting of one mechanic, one electrician, two deckhands and two cooks. Therefore, each crew will have four "high risk" category employees (mechanics, electricians and deckhands) and two "moderate risk" category employees (cooks and technician). This grouping of employees will help make their exposures to risk more equal for award purposes.

NOTE: The supervisors in the above examples are **ineligible** for an award.

SAFETY INCENTIVE GROUP/CREW AWARD LOG, VERIFICATION, AND APPROVAL

(For use of this form see NWPR 385-2-1.)

| | |
|---|---|
| Foreperson/First Line Supervisors: At the beginning of each fiscal year, complete Blocks 1 through 5 below and submit a signed copy of this form to the Safety Office. (See instructions on reverse side/second page.) At the end of the fiscal year, if the entire group/crew hasn't experienced an accident (recordable injury/lost time injury or reportable motor vehicle/property damage accident), complete Block 6 and submit this form to approving authorities for signature. See definitions below: Recordable Injury: employee is injured (lost time or not) Recordable when Dept. of Labor forms are filed. Reportable: any accident regardless of damage Recordable Property Damage: motor vehicle/property damage of \$2,000.00 | 1. FISCAL YEAR (FY) <input type="checkbox"/> LOG UPDATED (Date): |
|---|---|

| | | |
|------------------|-------------|----------------------------|
| 2. OFFICE SYMBOL | 3. LOCATION | 4. GROUP/CREW (A, B, or C) |
|------------------|-------------|----------------------------|

5. GROUP / CREW LOG

| A. EMPLOYEE NAME <i>(Maximum number per group is 10 employees.)</i> | B. DATE LOGGED <i>(yyyy/mm/dd)</i> | C.*RISK <i>(\$ Amount)</i> | D. LAST RECORDABLE ACCIDENT <i>(Date)</i> |
|--|---------------------------------------|-------------------------------|--|
| 1. | | | |
| 2. | | | |
| 3. | For Illustration Purposes Only | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |

| | | |
|---|----------------------------------|---------|
| E. SUPERVISOR <i>(Printed/Typed Name and Title)</i> | F. SUPERVISOR <i>(Signature)</i> | G. DATE |
|---|----------------------------------|---------|

6. GROUP / CREW AWARD VERIFICATION (Completed by supervisor one year after log submitted.)

| | | |
|---|----------------------------------|---------|
| <i>I certify, as the crew foreperson or first line supervisor, the employees listed above have completed an accident free year and qualify for the Safety Incentive Group/Crew Award.</i> | A. SUPERVISOR <i>(Signature)</i> | B. DATE |
|---|----------------------------------|---------|

| | |
|---|--------------------------------|
| C. SUPERVISOR <i>(Printed/Typed Name and Title)</i> | D. PURCHASE REQUISITION NUMBER |
|---|--------------------------------|

7. VERIFICATION / APPROVAL

| TITLE | A. NAME AND TITLE <i>(Printed/Typed)</i> | B. SIGNATURE | C. DATE |
|--------------------------------|--|--------------|---------|
| ADMINISTRATIVE OFFICE | | | |
| SAFETY OFFICE | | | |
| FIELD OPERATING ACTIVITY (FOA) | | | |

| | |
|---|---|
| <i>*High Risk Work (\$250.00): Heavy mechanical/electrical repair, heavy mobile equipment operations, welding operations, machining operations, etc. (This is work that is normally performed by mechanics, electricians, utilitypersons, deckhands, crane operators, riggers, machining positions, etc.)</i> | <i>*Moderate Risk Work (\$150.00): Construction, dredging inspection, surveying, outdoor resource activities, powerplant operations, light vehicle/boat operations, etc. (This is work that is normally performed by surveyors, park rangers, dredge cooks, powerhouse operators, warehousepersons, etc. J-grade control room operators are normally not included.)</i> |
|---|---|

Group/Crew Safety Award Eligibility: Awards may be earned by groups/crews working in moderate and/or high risk categories (at least 30% of work time) when they complete one year of accident-free work exposure. Work must be completed without a recordable injury/lost time injury or reportable motor vehicle/property damage accident caused by a member of the group/crew. (Chargeable accidents caused by the public will not be considered when making award determinations.) To be eligible for an award, an employee must work with the group/crew for at least six full months. Forepersons/first line supervisors are ineligible for group/crew safety incentive awards.

INSTRUCTIONS

To establish your group/crew for a safety award, complete Blocks 1 through 5 and submit a copy to the Safety Office at the beginning of the new fiscal year. Reportable accidents (see above) eliminate award eligibility for the group/crew.

1. Foreperson/first line supervisor: Enter the fiscal year. If this is an update to the original fiscal year submission, check the box and enter the date to indicate the change. Place an asterisk in front of the employee's name.
2. Foreperson/first line supervisor: Enter office symbol (CENWP-__ -__).
3. Foreperson/first line supervisor: Enter work location. (Examples: warehouse, power house, etc.)
4. Foreperson/first line supervisor: Enter Group/Crew A, B, or C. Assign groups to divide large groups/crews into smaller groups; making opportunities for awards more equitable. Use a maximum of 3 forms/groups per crew. Distribute employees considered in *high risk positions (see explanation on the bottom of the first page) between the groups to ensure that risk of exposure is equitably divided. Groups can not be changed for at least a year, but form may be updated to include transfers or positions created or moved. (Groups/Crews may be modified to account for retirements, positions filled, and positions as described in Appendix C.4.) If updated, Safety must be notified.
5. Foreperson/first line supervisor: List names of employees and the date they were logged in as members of the "Group/Crew". (See instructions for Block 3.) List employee risk factor by the assigned dollar amount of the award. Enter the employee's last recordable accident. Enter name, title and signature. Submit a copy of this form to the Safety Office.
6. Foreperson/first line supervisor: If all members of the assigned group/crew have been recordable injury/motor vehicle/property damage free for a year, enter your name, title, signature, date and purchase requisition number. (See group/crew safety award eligibility above.) Submit form to the next verifying/approving authority.
7. Verification/Approvals: Enter name, title, and signature, and date. Signed copy should be filed in originating office for 10 years under the marks number: 672-74a (per AR 25-400-2).