

United States of America
DEPARTMENT OF COMMERCE

ADMINISTRATIVE ORDER NO. 209-5 (Revised)

MANUAL OF ORDERS
Part 2

DATE OF ISSUANCE

December 27, 1963

EFFECTIVE DATE

December 27, 1963

SUBJECT

SAFETY AWARD PROGRAM

SECTION 1. PURPOSE:

The purpose of this order is to provide for special recognition of primary organization units which achieve superior accomplishments in accident prevention.

SECTION 2. OBJECTIVES:

The principal objectives of this program are to encourage the active and continuing promotion of accident prevention throughout the Department and to recognize outstanding safety accomplishment.

SECTION 3. GENERAL PROVISIONS:

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

★1 Safety Honor Award - In recognition of the greatest reduction in injury rates (and motor vehicle accident rates, where applicable) and the maintenance of an effective safety program; and

2 Safety Merit Award - In recognition of the second greatest reduction in injury rates (and motor vehicle accident rates, where applicable) and the maintenance of an effective safety program.

.02 For purposes of these awards, bureaus will be classified under two categories of work exposure (1) Office and Clerical, and (2) Industrial, as follows:

Office and Clerical

Office of the Secretary
Office of Business Economics
Area Redevelopment Administration
Business and Defense Services Administration
Patent Office
Bureau of International Commerce
Office of Field Services
U.S. Travel Service
Office of Foreign Commercial Services
Office of Trade Adjustment

Industrial

Weather Bureau
National Bureau of Standards
Bureau of the Census
Maritime Administration
Coast and Geodetic Survey
Bureau of Public Roads

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

.04 For purposes of determining eligibility for these awards, an ad hoc review committee will be appointed each year by the Director, Office of Administrative Services. The committee will appraise safety activities of primary organization units and nominate the recipients of awards. ★

SUPERSEDED

DAO 209-5
DATE 10/16/70

SECTION 4. REQUIREMENTS FOR AWARDS:

★.01 **Safety Honor Award:** To qualify, a primary organization unit must achieve the greatest reduction in its category in injury frequency rates (and motor vehicle accident rates, where applicable) but in any case 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 Section 4.03.

.02 **Safety Merit Award:** To qualify, a primary organization unit must achieve the second greatest reduction in its category in injury frequency rates (and motor vehicle accident rates, where applicable) but in any case 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 Section 4.03.

NOTE: Maintenance of a zero injury or motor vehicle rate during a second consecutive year will be considered as maximum reduction for award purposes.★

.03 **Safety Program Elements:** Evaluation of safety program quality will be based on the following weighted elements:

- 1 Safety program organization and implementation (Maximum points - 5)
- ★2 Leadership by primary organization unit head and immediate staff (Maximum points - 10)
- 3 Assignment of responsibility for program direction (Maximum points - 8)
- 4 Control of unsafe conditions (Maximum points - 10)
- 5 Safety training and education (Maximum points - 10)
- 6 Safety promotion (Maximum points - 7)
- 7 Accident reporting, records, and analysis (Maximum points - 5)
- 8 Employee participation (Maximum points - 5)

(Maximum possible points - 60)★

SECTION 5. DEFINITIONS OF ACCIDENT RATES:

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

$$\frac{\text{Number of disabling injuries during a calendar year} \times 1,000,000}{\text{Number of manhours worked}}$$

★.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:

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

1 "Chargeable motor vehicle accident" is any accident involving a Federal vehicle except when properly parked. Vehicle damage caused by flying debris or objects is further excepted from chargeable cases.

2 "Properly parked" refers to a vehicle completely stopped and parked where it is legal to park such a vehicle or stop for the purpose of loading or unloading. Vehicles stopped momentarily at intersections or in traffic lanes are not considered parked.

SECTION 6. DISQUALIFICATION FACTORS:

A primary organization 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 primary organization unit. ★

SECTION 7. JUSTIFICATION FOR AWARDS:

.01 Within 60 days after the close of each calendar year, primary organization units will submit to the ★Director, Office of Administrative Services, appropriate documents, exhibits, and a summary of activities which will relate the quality and effectiveness of accident prevention efforts to the criteria set forth in Section 4.03 of this order★

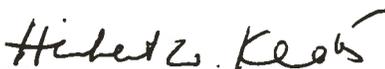
.02 Statistical data relating to injuries and accidents will be determined from ★Departmental records, supplemented as required by official records of the Bureau of Employees Compensation, U.S. Department of Labor. ★

SECTION 8. EFFECT ON OTHER ORDERS:

This order supersedes Administrative Order No. 209-5 (Revised) of February 12, 1960. sk


Director, Office of Administrative Services

Approved:


Assistant Secretary for Administration

