

# **APPA Safety Awards of Excellence Rules and Regulations**

## ***Rule 1 Awards Eligibility***

Any APPA member utility meeting the requirements of these rules is eligible for awards in this program upon timely submission of the APPA Safety Awards Annual Report. To remain eligible, each member utility must meet the following requirements.

- a. Submit a completed APPA Safety Awards Annual Report Form for the given year.
- b. The member utility must have submitted APPA Safety Awards Annual Report forms for the past two consecutive years to be eligible for an award in the current year. This portion of the rules may be waived (by petition) for member utilities joining the Association within the Award year or the previous year.

## ***Rule 2 Grouping of Contestants\****

Contestants shall be divided into competing groups based upon the number of worker-hours worked by the utility as follows:

Group A—for systems with less than 15,000 worker-hours of exposure.

Group B—for systems with 15,000 to 29,999 worker-hours of exposure.

Group C—for systems with 30,000 to 59,999 worker-hours of exposure.

Group D—for systems with 60,000 to 109,999 worker-hours of exposure.

Group E—for systems with 110,000 to 249,999 worker-hours of exposure.

Group F—for systems with 250,000 to 999,999 worker-hours of exposure.

Group G—for systems with 1,000,000 to 3,999,999 worker-hours of exposure.

Group H—for systems with more than 3,999,999 worker-hours of exposure.

\* Should there be less than 8 contestants in any one group, the Safety Awards Administrator will have the option to combine that group with the group with the next lowest annual worker-hour exposure range.

## ***Rule 3 Reporting Worker-Hours***

For the purpose of the Awards, each participant must include in their reports the worker-hours covering employees and supervisors on all shifts including operating, production, maintenance, clerical, office, and all other departments of the electric utility.

**Rule 4 Awards Year**

Each year's Awards data collection period shall start January 1 and terminate December 31 of the same year.

**Rule 5 Basis of Awards**

The winner of each group shall be the contestant having the lowest overall incidence rate at the end of the designated period. This rate shall be determined by adding all recordable injury and illness cases and computing the incident rate using the following formula:

$$\text{Incidence Rate} = \frac{\text{Total Reported Incidents}}{\text{Number of Work Hours}} * 200,000 \text{ Work Hours}$$

Winners will be the entrants with the lowest incidence rates in each worker-hour group. All perfect scores (an incidence rate of 0) will be awarded first place. If two or more contestants have equal incidence rates, they will all be presented with awards for the placing.

**Rule 6 Awards**

The American Public Power Association will present Safety Awards of Excellence certificates for first, second, third place, and honorable mention in each competing group. All perfect scores (an incidence rate of 0) will be awarded first place.

**Rule 7 Reportable Injuries or Illnesses**

A "recordable injury or illness" shall be the term applied to any injury or illness arising out of and in the course of employment which results in death, days away from work, restricted work activity or medical treatment.

**Rule 8 Report Form—A Part of Rules**

All definitions pertaining to exposure, employees, etc., printed on the Awards report form shall be considered a part of these rules.

### ***Rule 9 Reporting Procedure***

- a. A link to the Awards report form will be e-mailed to APPA members, Safety Committee Members, and the previous years' participants in December, in addition to being available on the safety section of APPA's website ([www.PublicPower.org/Safety](http://www.PublicPower.org/Safety)).
- b. The annual report form must be submitted by the deadline of January 31<sup>st</sup>.

If you have further questions please e-mail [LCornwell@PublicPower.org](mailto:LCornwell@PublicPower.org)

### ***Rule 10 Report Confidentiality***

All award report forms received by the Association will be considered confidential. Identification of each contestant's record (in bulletins issued by the Association) will be by code, EXCEPT THOSE UTILITIES RANKING FIRST, SECOND, THIRD AND HONORABLE MENTION IN ANY CONTEST GROUP, WHO WILL BE RECOGNIZED BY NAME.

### ***Rule 11 Changes***

The American Public Power Association reserves the right to:

- a. Cancel or combine any groups or to cancel the Awards whenever the number of contestants is deemed insufficient to sustain competition.
- b. Establish additional groups whenever the number and character of the contestants warrant.
- c. Reclassify or withdraw any group at any time if such group is proven to be in variance with these rules. Any changes to these rules shall be approved by a quorum of APPA Safety Committee members.

### ***Rule 12 Questions***

All general questions relating to the awards shall be referred to:

Laura Cornwell at 202/467-2989 or sent via e-mail to [LCornwell@PublicPower.org](mailto:LCornwell@PublicPower.org).

Detailed inquiries will be passed to the APPA Safety Committee chair and vice chair, whose answer/decision will be final.