

# 2021 Safety Awards of Excellence Annual Report Form

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## Page description:

### 2021 American Public Power Association Safety Awards of Excellence Annual Report Form

Deadline for Entry: **January 31, 2022**

To submit your utility's entry to the 2021 Safety Awards of Excellence program, please completely fill out all of the questions in the following form. A confirmation email will be sent to the email address provided, along with a PDF attachment of the form responses.

**All Safety Awards entry form questions must be answered in order to submit this form.** If any question is answered improperly or left unanswered, you will not see the "Thank You" page or receive a confirmation email. Answers must be submitted through this online form, though if needed, a PDF version is available as a resource.

If necessary, you may choose to "Save and Continue" your work on this form. After you have filled out the "Entrant Information" page, a banner will appear on the top of each subsequent page with a "Save and Continue" button. You will be prompted to enter an email address, which is where the link to your partially completed survey will be sent. For your survey to be considered complete, you must return to the survey and fill in the remaining questions before the entry period closes.

The results of the Safety Awards will be shared in aggregate with respondents and membership at the 2022 Engineering and Operations Conference, scheduled to be in Austin, Texas from March 27-30, 2022.

For the *Safety Awards of Excellence Rules and Regulations* and *Safety Awards of Excellence: A Guide to Correct Entries for Electric Utilities (FAQs)* documents, please click on the aforementioned links or visit our Safety webpage.

If you have any questions or concerns, please call or e-mail us at 202-467-2945 or [Safety@PublicPower.org](mailto:Safety@PublicPower.org).

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## Entrant Information

## 1. Utility Information \*

Organization Name

Mailing/Street Address (No PO Box  
please)

City

State

Zip

## 2. Organization Type \*

- Electric Utility
- Joint Action Agency\*\*
- State Association/Agency\*\*
- Federal Agency\*\*
- Other

\*\*Since 2010, JAAs, Federal Agencies, and State Associations/Agencies have been incorporated into a group based on their worker-hours. These organizations will not displace any utility winners in each group; rather, when applicable, they will be recognized for low incidence rate within their work-hour category groups.

## Summary of Accident Experience

Summary of Accident Experience for the Period January 1, 2021 through December 31, 2021.

**Important:** Please show all requested information applicable to the electric utility. For detailed information on how to complete this form, please refer to our *Safety Awards of Excellence: A Guide to Correct Entries for Electric Utilities (FAQs)*.

### 3. Employment Information \*

A. Total Electrical Worker-Hours of Exposure for  
Year 2021

B. Average Number of Electrical  
Employees

## 4. Reportable Injuries and Illnesses \*

Cases are listed in order of seriousness, with "fatality" as the most serious and "medical treatment" as the least serious. Only mark down each case once, e.g., if a "medical treatment" case led to a "days away from work" case, only mark down the incident as one case and classify it as a "days away from work" case. See the [Safety Awards of Excellence Rules and Regulations](#) for definitions and explanations.

For "4.F. Incidence Rate," the total number of cases [4.E] and the total worker-hours of exposure [3.A] are used to determine the incidence rate, as explained in the Rules and Regulations, Rule 5.

A. Number of fatality cases

B. Number of "days away from work" cases

C. Number of "restricted or job transfer" cases

D. Number of "medical treatment" cases

E. Total number of cases (add 4.A, 4.B, 4.C, and 4.D)

F. Incidence Rate (report to hundredth decimal place, e.g., 0.00)  
= (Total Number of cases[4.E] X 200,000) / (Total Worker-hours of exposure[3.A])

## Time Charges

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## 5. Time Charges (Calendar Days Only) \*

A. Number of days away from work due to injuries/illnesses

B. Number of days restricted or job transfer work due to injuries/illnesses

Total number of days away from work and restricted (sum of A and B)

## Number of Cases Attributed

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For the following questions, please indicate the number of incidents (cases) that occurred in each work area. For example, if your utility had 3 cases in 2021, you should fill out the work environment in which each of those incidents occurred (e.g., 1 in Distribution-Overhead, 1 in Distribution-Tree Trimming, and 1 in Services-Meter Reading).

**Note: Each text box under each question must be filled out. If no cases fall under the particular field, please put "0" when the aspect is applicable but no incidents occurred, "NA" when "Not Applicable," and "DU" when "Data Unavailable."**

## 6. Generation \*

Hydro

Geothermal

Fossil  
Fuel

Nuclear

Other

Total

## 7. Distribution \*

Overhead	<input type="text"/>
Underground	<input type="text"/>
Substations/other	<input type="text"/>
Switchyards	<input type="text"/>
Tree Trimming	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

## 8. Transmission \*

Construction	<input type="text"/>
Operations	<input type="text"/>
Other	<input type="text"/>
Total	<input type="text"/>

## 9. Services \*

Administration

Meter Reading

Custodial

Warehousing

Other

Total

## Leading Indicators

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In previous Safety Awards Entry Forms, APPA has relied on analytical data related to lagging indicators. Lagging indicators measure the occurrence and frequency of events that occurred in the past, such as the number or rate of injuries, illnesses, and fatalities. In addition to lagging indicators, APPA recognizes that leading indicators can play a vital role in preventing worker fatalities, injuries, and illnesses, as well as strengthening safety programs and continuous safety improvement at your utility. Leading indicators are proactive, preventive, and predictive measures that provide information about the effective performance of your safety program. They measure events leading up to injuries, illnesses, and other incidents and reveal potential problems in your utility safety program. In this section, there are a few questions related to leading indicators.

## 10. Does your utility have a written housekeeping inspections program? \*

Yes

No

11. Does your utility have a written vehicle inspection program? \*

- Yes
- No

12. Are workers involved in developing safety procedures? \*

- Yes
- No

13. Do workers and managers perform hazard assessments together? \*

- Yes
- No

## Safety Culture

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### Page description:

The following are general questions about your organization's safety culture. Please note that these questions are for informational use only. Your answers will not be shared outside APPA staff except in aggregate form, and they will not have any bearing on whether your organization wins a Safety Award.

14. Do employees feel comfortable raising safety issues with their supervisors? \*

- Yes
- Have not investigated this
- No



15. Are employees required to report near misses and incidents? \*

- Yes
- No

16. Are reports of unsafe conditions addressed promptly? \*

- Yes
- No

17. Can your employees refuse to work in unsafe conditions? \*

- Yes
- Yes, with certain exceptions (list below)
- No

18. Exceptions: \*

19. Do employees have the time to do their work safely? In other words, does your utility actively avoid making its employees feel pressured to take shortcuts to get the job done? \*

- Yes
- No

20. Does the management team listen well to the concerns of workers and other managers? In other words, are managers good listeners? \*

- Yes
- No

21. Do supervisors talk about safety at every meeting and walk around the site to identify problems? \*

- Yes
- No

22. Do you believe your safety program has improved over the past year? \*

- Yes
- No

23. Please briefly describe this improvement. \*

**Respondent Information**

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24. Submitted by: \*

First Name

Last Name

Title

Phone

Email (confirmation will be sent to this address)

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**Thank You**

**Page description:**

Thank you for submitting your utility's entry to the 2021 Safety Awards of Excellence. A confirmation of receipt has been sent to the email address provided in your entry; this email will also contain a PDF copy of your entry. Please contact us at [Safety@PublicPower.org](mailto:Safety@PublicPower.org) if you have any questions.