American Public Power Association Safety Awards of Excellence: A Guide to Correct Entries for Electric Utilities (FAQs)

The following provides definitions and guidelines to assist the contestant in completing the application form.

1. Award Eligibility

Please remember that it is important to submit an APPA Safety Awards of Excellence Annual Report Form every year, even if for the current Awards year, your utility has a higher than desired incident rate. Submission on a yearly basis maintains your eligibility for an APPA Safety Award as shown in Rule 1, Part (b). In addition, all entries must be received by APPA no later than the Deadline for Entry indicated on the APPA Safety Awards Annual Report Form.

2. Hours of Exposure

The worker-hours of exposure are the total worker hours worked by all electric employees, including departments such as production, maintenance, transportation, clerical, office, and sales. The total worker hours are preferably calculated from the time clock, foreman's card, or payroll records.

If such records are not available, the number is estimated from the average number of employees. The estimated number of worker hours is obtained by multiplying the average number of employees by the average number of hours worked per week and then multiplying that product by the number of working weeks in a year.

(Avg. # of Employees) x (Avg. Hours per Week) x (Avg. Weeks per Year) = Worker-Hours of Exposure

Working Example:

If 100 is the average number of employees and the number of working hours is 40 per week for 50 weeks per year, the total worker-hours of exposure for the year would be 100 times 40 times 50, which equals 200,000.

$$(100) \times (40) \times (50) = 200,000$$

3. Average Number of Electric Utility Employees

Based on utility size, there are various methods of calculating the average number of employees.

Working Example:

For Utility X, the average number of people on hourly and salary payrolls at work during 2001 is reached by an average of employees per month.

Month	# Employees on Payroll
January	50
February	51
March	50
April	53
May	48
June	52
July	50
August	49
September	51
October	50
November	48
December	51
Total Months: 12	**Sum of Employees on Payroll for Year: 603**

The yearly aggregate employee average calculated from monthly averages for Utility X is 50.

$$\frac{603 \ (\text{total employees Jan-Dec})}{12 \ (\text{working months in a year})} = 50.25 \ (\text{round to nearest whole number}) = 50$$

4. Number of Injuries/Illnesses

All disabilities arising out of and during the course of employment, whether accidental injuries or occupational disease, and conforming to the following four types should be counted. The

number of injuries and NOT the number of accidents is reported. If, for example, ten employees were killed in an explosion, ten injuries should be counted.

Types of injury or illness used in reporting are limited to the following:

- **Fatality:** "Fatality" includes any death resulting from an occupational injury or illness regardless of the length of time which elapses between the injury date or illness diagnostic date and death.
- **Days Away from Work:** "Days away from work" cases involve cases where the employee would have worked but could not because of job related injury or illness. In Question 4B of the Annual Report Form, enter the number of cases, not the actual number of days away from work. The actual number of days away from work should be entered in Question 5A.
- **Restricted Work Activity:** Work days (consecutive or not) which, because of injury or illness, the employee:
  a. Was assigned to another job on a temporary basis; or
  b. Worked at a permanent job less than full time; or
  c. Worked at a permanently assigned job but could not perform all duties normally connected with it.

  Enter the actual number of cases of restricted work activity in Question 4C, not the number of days, which should be entered in Question 5B.
- **Medical Treatment:** Treatment (other than first aid) administered by a physician or registered professional personnel under the standing orders of a physician. Medical treatment does not include first aid treatment even though it is provided by a physician or registered professional personnel. Enter the number of medical treatment cases in Question 3D.

Working Example:

An employee receives medical treatment other than basic first aid. He returns to work but soon finds that his injury is limiting his job performance. His doctor places him on restricted work activity. In this example, a medical treatment case becomes a restricted work activity case. This case would initially be recorded under medical treatment; however, it would then be deleted and placed in the restricted work activity column. Ultimately, the incident would be counted as one

case for one employee, because it results from the same incident. If the employee had suffered an unrelated injury that resulted in restricted work activity, you would then have two different cases, one in medical treatment and one in restricted work activity.

4.A. COVID-19 Reporting

If your utility has already determined that certain 2021 employee COVID-19 cases were work-related and that your utility will report these cases, then you should include these cases in your Safety Awards Entry Form.

If you decide to include these COVID-19 cases in your entry form, the following general guidelines explain how to identify and report these cases as work-related illnesses and days away from work.

1. Determine if the employee is showing signs and symptoms of COVID-19

2. If the employee tests positive for COVID-19, then the employee and any other employee who had direct contact with this person self-isolate and test

3. Following OSHA's 1904.5 regulation, determine if this case of COVID-19 was work-related

   a. COVID-19 cases should only be counted in the Entry Form if the contraction occurred **because of** work

   b. If the person who originally contracted COVID-19 did NOT contract the illness through work, then do not record this original case as an illness or days away from work case

4. If others who were in direct contact with this individual test positive after this exposure and their illnesses were determined as work related, then these cases should be recorded

5. Once employees test positive and the contraction is determined to be work-related, then record these cases as illnesses and include any days away from work that were necessary

   a. If the employee could perform their duties remotely, their days away from work do not need to be recorded

The responsibility to determine if COVID-19 cases were work-related or not rests with the employer. This determination should be well-documented within the utility so that others can clearly understand how the employer came to this conclusion. While this documentation is not necessary for APPA's Safety Awards of Excellence, it is best practice to create and keep these records.

5. Further Clarification

For further clarification please refer to:

1. Detailed Guidance for OSHA's Injury and Illness Recordkeeping Rule

   https://www.osha.gov/recordkeeping/entryfaq.html

2. OSHA's Injury & Illness Recordkeeping Forms – 300, 300A, 301

   https://www.osha.gov/recordkeeping/RKforms.html

If you have questions about including a specific case, please contact Tyler Doyle at 202-467-2945 or TDoyle@PublicPower.org.

6. Computation of Rates

The incidence rate is the number of reportable injuries or illnesses per 200,000 worker-hours worked, calculated to the hundredth decimal place (0.00) according to the following formula:

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

7. Outstanding Cases

Annual incidence rates include all reportable fatalities, injuries, and illnesses occurring within the calendar year. If the outcome of a case is not definitely known at the Deadline for Entry, the probable disability should be estimated on the basic medical opinion.

Reportable Injury/Illness Case Definitions

Cases are reportable if they result in any one of the following:

- **Fatality:** Regardless of time between injury and death or length of illness.
- **Days Away from Work:** A case in which injury/illness causes absence from work beyond the day of injury. Time spent obtaining medical treatment is not defined as lost time.
- **Restricted or Light Duty:** An injury/illness case resulting in written restrictions or limitations by a physician which affects the employee's ability to perform any task that would have been a part of his/her normal duties.
- **Medical Treatment:** An injury/illness case which requires treatment beyond first aid involving special medical skills and knowledge usually associated with a physician, registered nurse, therapist, paramedic, etc. No light duty or lost time is involved.
- **Administration:** Includes all injury/illness cases attributable to administrative functions such as management, engineering, accounting, etc. Not included in the generation, distribution, and transmission categories.

Note:

Reportable Status: Reportable injury/illness cases may change status during the year due to changes in the employee's medical condition or treatment. Such cases, nevertheless, are to be reported only once under the case definition with the greatest severity. For example, a "medical treatment" case which eventually results in restricted work days would be reported as a "restricted/light duty" case. If the employee later misses work, the case would instead be reported as a "days away from work" case.