

# APPA Safety Awards Application Frequently Asked Questions

The purpose of this document is to provide a quick guide to frequently asked questions related to the completion of the Safety Awards Application.

## Award Eligibility

All regular APPA utility, joint action agency, and state/regional association members are eligible for awards in this program upon timely submission of the APPA Safety Awards application and application fee. APPA reserves the right to reject applications without the submission of the fee.

## 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 as 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.

$$(Avg. \# \text{ of Employees}) \times (Avg. \text{ Hours per Week}) \times (Avg. \text{ Weeks per Year}) = \text{Worker-Hours of Exposure}$$

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.

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

## 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	Number of Employees on Payroll
January	50
February	51
March	50
April	53
May	48
June	52

Month	Number of Employees on Payroll
July	50
August	49
September	51
October	50
November	48
December	51
<i>Total Months: 12</i>	<i>Sum of Employees on Payroll for Year: 603</i>

**603\*** (the total number of employees that worked from January-December) ÷ **12** (number of months in a year) = 50.25 (round to nearest whole number) = **50**

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

\*Only regular employees of the Utility need to be counted (not contractors)

## Number of Injuries/Illnesses

All reportable injuries arising out of and during employment that result in more than first aid are reportable, 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.

## Reportable Injury/Illness Case Definitions

Cases are reportable if they result in any one of 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.
- **Restricted Work Activity:** Workdays (consecutive or not) which, because of injury or illness, the employee:
  - Was assigned to another job on a temporary basis: or
  - Worked at a permanent job less than full time
  - Worked at a permanently assigned job but could not perform all duties normally connected with it
- **Medical Treatment:** Treatment (other than first aid) administered by 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.

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 workdays 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.

## 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.

## Example of Calculating the DART Rate

The Days Away, Restricted, or Transferred (DART) rate measures the number of workplace injuries and illnesses that result in days away from work, restricted work activity, or job transfer. It is calculated using a standard formula to normalize incident data based on employee hours worked. Below is an example.

**DART Formula:  $\text{DART Rate} = (\text{Total DART Incidents} \times 200,000) \div \text{Total Employee Hours Worked}$**

Utility Information <ul style="list-style-type: none"><li>Utility has 100 full-time employees</li><li>There were 4 reportable incidents (days away, restricted, or transferred) this past year</li></ul>	
Steps	Calculation
Calculate Total Hours Worked	100 employees $\times$ 2,040 hours = 204,000 hours ( <i>Note: Each employee had 40 hours off during the year</i> )
Apply DART Formula	$(4 \times 200,000) \div 204,000 = 800,000 \div 204,000$
Calculate DART Rate	DART Rate = 3.92

## Reference Question 20: Minimum Requirement for Tracking Safety Metrics

APPA and the Safety Committee consider the minimum requirement for tracking safety metrics as:

- The ability to produce the information needed to calculate both the Incident Rate and the Days Away, Restricted, or Transferred (DART) Rate
- These metrics are essential for monitoring and improving workplace safety performance

## Reference Question: Recordkeeping and Reporting Requirements

For additional clarification on recordkeeping and reporting requirements for the Safety Awards application, please refer to the following official resources:

- OSHA's Injury and Illness Recordkeeping Rule – Detailed Guidance  
<https://www.osha.gov/recordkeeping/entryfaq.html>
- OSHA Injury & Illness Recordkeeping Forms (300, 300A, 301)  
<https://www.osha.gov/recordkeeping/RKforms.html>

## Reference Question: Award Application Cost

The award application fee is **non-refundable** and covers the costs associated with reviewing submissions and purchasing plaques for award winners. The fee is due upon

submission of the award entry form. The application fee information can be found on page 4 of the guidebook.

Use the link below to complete payment for the application fee:

<https://my.publicpower.org/s/store#/store/browse/cat/a0s6g0000037cfNAAQ/list>

If your utility requires an invoice to process payments, please reach out to [products@publicpower.org](mailto:products@publicpower.org) to request an invoice.

## **What utility name should I use on my application?**

Please use the official utility name listed in your APPA account. To confirm your utility name, you can check the following directories:

- <https://www.publicpower.org/directory-search-results>
- <https://www.publicpower.org/our-members>

## **Scoring Process**

A weighted scoring system is used to ensure that smaller utilities with fewer worker hours are not disproportionately affected by the number of incidents reported in the award year.

*For example, a single incident at a utility with 15,000 worker hours would result in a higher incident rate compared to a utility with 1,000,000 worker hours for the same incident.*

The scoring information can be found on pages 7-8 of the guidebook.

## **Photo Opportunity at E&O / Safety Summit**

There will be a photo opportunity at the 2026 Safety Summit in Huntsville, Alabama featuring the Chair of the Safety Committee and the Chair of the Safety Summit. Members are highly encouraged to attend and participate.

## **Other Commonly Asked Questions**

**Is my utility required to attend the E&O and Safety Conference to receive an award?**

No, attendance is not required, but it is highly recommended for networking and recognition opportunities.

**How is my score calculated?**

Each question in the application is assigned a specific point value. Your total score determines the award level your utility receives.

**What if I need more time to complete the application?**

If you need an extension, please contact us at [safety@publicpower.org](mailto:safety@publicpower.org) as soon as possible.

**How will I know when Safety Award applications open?**

APPA will announce openings through our Engage app, website, newsletter, and marketing materials. If you haven't received notifications, email [safety@publicpower.org](mailto:safety@publicpower.org) and make sure you've joined our [Safety Engage Community Group](#) for future updates.

**Will my utility have to pay for the award plaque?**

APPA provides one plaque for each awardee. Additional plaques can be purchased directly from the vendor. For details, email [safety@publicpower.org](mailto:safety@publicpower.org).

**When will APPA send sample press releases and social media templates?**

These will be distributed in early March but are embargoed until March 31, 2026, when awardees are officially announced at the Safety Summit.

**Will there be a photo opportunity with the award?**

Yes! All awardees are encouraged to attend the Safety Summit, where a photo opportunity will be available.

**What will APPA do with the collected data?**

APPA will analyze the responses and publish a comprehensive Safety Trends Report by the end of April. This report will highlight key patterns, emerging issues, and best practices based on this year's data, along with a year-over-year comparison to last year's findings. The goal is to provide actionable insights that help members benchmark their performance, identify areas for improvement, and strengthen safety programs across the industry. To ensure that you receive this report, make sure that you are a member of our [Safety Engage Community Group](#).

**How does my safety data compare to other utilities? Is my utility performing better than others?**

Benchmarking your safety data against other utilities can provide useful context, but it should not be your sole measure of success. The most meaningful benchmark is comparing your utility's current performance to its own past performance. This approach helps track progress over time and identify areas for continuous improvement.