

United States Department of Agriculture  
Animal and Plant Health Inspection Service

# WS Directive

4.405 10/17/03

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WS SAFETY AND HEALTH INCENTIVE AWARDS PROGRAM

1. PURPOSE  
To enhance the safety and health of WS employees, and to recognize employees for significant contributions to safety and health in the work place.
2. REPLACEMENT HIGHLIGHTS  
This directive replaces WS Directive 4.405 04/15/98.
3. POLICY  
WS will recognize program employees who excel in developing and/or promoting awareness of safety and health in the work place, and will reward individuals for significant safety accomplishments.
4. TYPE OF AWARDS  
The WS Safety and Health Council has established six award categories to coincide with the National APHIS Safety and Health Incentive Awards Program.  
  
The categories are as follows:
  - a. WS Safety and Health Employee of the Year,
  - b. WS Safety and Health Unit of the Year,
  - c. WS Defensive Driver of the Year,
  - d. WS Collateral Duty Safety and Health Officer and/or State Safety Officer of the Year,
  - e. Aviation Safety and Accident Prevention Award,
  - f. Special Achievement Award.
5. ELIGIBILITY CRITERIA  
Criteria for nominating employees for the above awards, except for the Aviation Safety and Accident Prevention Award and the Special Achievement Award, are located in Chapter 12 of the APHIS Safety and Health Manual. The format and criteria outlined in the manual must be followed for nominees to receive full consideration for the awards.

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**Distribution:**

**Originating Office:**

Nomination criteria for both the Aviation Safety and Accident Award and Special Achievement Award may cover an employee's achievements for their entire career or for events which occurred within the recent fiscal year. WS employees who have distinguished themselves through a history of working safely or who were involved in an extraordinary event pertinent to safety and health are eligible for nomination.

Factors and criteria to be considered in preparing a nomination for the Aviation Safety and Accident Award could include:

- a. Extraordinary safety records of aviation operations.
- b. Extraordinary action or accident prevention events.
- c. Extraordinary number of hours flown within the fiscal year or with a career.
- d. Contributions or suggestions for safer flight and gun operations.

Factors and criteria to be considered in preparing a nomination for the Special Achievement award could include:

- a. Extraordinary safety record in conducting blasting activities under the WS Explosives Safety Program.
- b. Significant participation, development, or education in safety and health programs.
- c. Contributions in developing or implementing safety and health programs.
- d. Feats of heroism in aiding and/or conducting life saving acts.
- e. Extraordinary driving records.
- f. Outstanding records of participation in blood donation programs, Special Focus Projects, etc.
- g. Contributions in improving techniques, procedures, or tools which increases the safety and health of WS employees.

## 6. NOMINATION PROCEDURES

Nominations must be submitted using the form in Attachment 1. A narrative statement supporting and describing the nominee's achievements or qualifications for the award must be attached to the form and submitted through the appropriate Directors for approval and forwarded to the WS Safety and Health Council Chairperson, no later than November 30.

7. SELECTION AND AWARD PRESENTATION

The WS Safety and Health Council will review the nominations and recommend award recipients to the Deputy Administrator. Runner\_up awards will be considered for each category. Awards will be presented as certificates or plaques, and may be accompanied with a cash award.

All recipients of National WS Safety and Health Incentive Awards, except State Safety Officer of the Year, Aviation Safety and Accident Prevention Award, and runner\_ups, will automatically be submitted to the annual APHIS Safety and Health Incentive Awards Program.

8. INQUIRIES

Questions and inquiries regarding the awards program should be directed to the appropriate full\_time or collateral duty safety and health officer.

9. REFERENCES

APHIS Directive 265.2, Headquarters Safety and Health Incentive Awards Program (10/11/89)  
APHIS Safety and Health Manual (02/27/98)

Deputy Administrator

Attachment

**WS SAFETY AND HEALTH INCENTIVE AWARD**

TYPE OF AWARD: \_\_\_\_\_ WS Safety and Health Employee of the Year  
 \_\_\_\_\_ WS Safety and Health Unit of the Year  
 \_\_\_\_\_ WS Defensive Driver of the Year  
 \_\_\_\_\_ WS Collateral Duty Safety and Health Officer  
 of the Year  
 \_\_\_\_\_ (and/or)  
 \_\_\_\_\_ State Safety Officer of the Year  
 \_\_\_\_\_ Aviation Safety and Accident Prevention  
 Award  
 \_\_\_\_\_ Special Achievement

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

REGION/STATE  
PROGRAM: \_\_\_\_\_

OFFICE  
ADDRESS: \_\_\_\_\_

PHONE \_\_\_\_\_ AND  
FAX: \_\_\_\_\_

SUBMITTED  
BY: \_\_\_\_\_

Clearances:

\_\_\_\_\_  
Director Date

\_\_\_\_\_  
WS Safety and Health Council Chairperson Date

INSTRUCTIONS: Place this sheet on top of the narrative statement when submitting the nominations.