

Chapter 18 Safety Awards

18-1. General

a. The Safety Awards Program is to recognize and reward personnel and units for making significant contributions to the Fort Lee Safety Program and to encourage individuals to participate in a proactive safety program. The program is designed to instill a sense of pride and accomplishment in promoting safety.

b. Awards will be made to individuals or units based on their total safety record or specific steps taken to correct a hazard or prevent an injury.

18-2. Responsibilities

a. Directors/supervisors will:

(1) Recognize their employees when contributions are made through safe, efficient mission performance and accident prevention measures, and for their support in the Fort Lee Safety Program.

(2) Present a U.S. Army Safety Award, Fort Lee Safety Award, or CASCOM Safety Award to individuals who have at least one accident-free year performance. This award will normally be for those employees whose work requires constant alertness and safe work practices, such as motor vehicle operations, heavy equipment operators, mechanic, etc.

(3) Document awards in the individual's personnel file. Safe driving awards will be documented on the individual's DA Form 348.

(4) Present awards to recipients at suitable ceremonies to emphasize management's concern to reduce accidents/injuries.

b. The Installation Safety Office will: Recognize deserving individuals/units at an installation safety awards ceremony, unit awards ceremonies, staff meetings, or on-the-spot.

18-3. Criteria Fort Lee awards

a. Collateral Duty Safety Officers will:

(1) Have held the office at least one year.

(2) Promote safety in the workplace.

(3) Conduct annual inspections of assigned office buildings and barracks; submit inspection forms to the Installation Safety Office.

(4) Ensure that deficiencies found on inspections are either corrected or that service or work orders are submitted to DPW for correction.

(5) Follow up on safety-related service or work orders.

(6) Ensure attendance of personnel in all mandated safety training.

(7) Provide seasonal or holiday safety briefings.

(8) Play an active role in the annual Installation Safety Day.

(9) Ensure all accidents are reported and required accident reports are submitted to the Installation Safety Office in a timely manner.

b. Supervisors will:

(1) Promote and emphasize safety awareness throughout the use organization.

(2) Ensure safety procedures are implemented and adhered to.

(3) Ensure SOPs are written and implemented.

(4) Complete Job Hazard Analyses for all tasks performed by employees.

(5) Conduct risk assessments.

(6) Ensure employees wear appropriate personal protective equipment and clothing.

(7) Ensure employees receive all mandated safety training.

(8) Appoint Collateral Duty Safety Officers and ensure they are trained.

c. Service Members and Civilians will:

(1) Report hazards in the workplace to responsible personnel.

(2) Take continuous action to correct safety deficiencies in the workplace.

(3) Develop safety promotions/procedures for the unit/activity.

d. Drivers of Army Motor or GSA Vehicles will:

(1) Possess a valid DA motor vehicle operator's permit for truck, a state driver's license for sedans and a current accident avoidance card.

(2) Operate a government vehicle/GSA vehicle, whether truck or sedan, for 12 consecutive months or longer without an accident.

e. Units/Directorates will:

(1) Have no lost time injuries or reportable motor vehicular accidents for a year.

(2) Developed and implemented safety initiatives.

18-4. Selection and presentation

a. Supervisors/directors can:

(1) Select and present awards to their employees any time of the year.

(2) Provide to the Installation Safety Office a short justification of their employee's/unit's accomplishments. The Installation Safety Office will complete the U.S. Army, CASCOM, or Garrison safety certificate.

(a) United States Army in Safety, DA Form 1119-1.

(b) United States Army Combined Arms Support Command Certificate of Achievement, Fort Lee Form 385-6.

(c) United States Army Garrison Safety Certificate of Achievement, Fort Lee Form 1124.

b. Members of the Installation Safety Office may recommend individuals or units deserving recognition to the Director of Safety. These awards can be presented any time of the year.

18-5. Army safety awards

The awards listed below are additional awards which can be presented to units and individuals. Criteria for these awards are in AR 385-10. They can be initiated by the unit commander. Nominations will be submitted through the unit's chain of command to the Installation Safety Office for review. The Installation Safety Office will forward them to the appropriate higher headquarters.

a. *Unit accident prevention awards.*

(1) Army Exceptional Organization Safety Award.

(2) Director of Army Safety, Composite Risk Management Award.

(3) Army Industrial Operations Safety Award.

(4) Army Excellence in Explosive Safety Award.

(5) Army Accident Prevention Award of Accomplishment.

b. *Individual accident prevention awards.*

(1) Army Individual Award of Excellence in Safety.

(2) Director of Army Safety, Composite Risk Management Award.

(3) Sergeant Major of the Army, Superior Service Member Safety Award Plaque.

(4) United States Army Safety Guardian Award.