

## Department of the Interior Departmental Manual

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**Effective Date:** 10/31/2022

**Series:** Safety Management

**Part 485:** Safety and Occupational Health Program

**Chapter 10:** Safety and Occupational Health Awards

**Originating Office:** Office of Occupational Safety and Health

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### 485 DM 10

10.1 **Purpose.** To specify the minimum requirements for establishing and administering the Safety and Occupational Health Award and Recognition Program (Program) at the Department of the Interior (Department).

10.2 **Scope.** This Chapter applies to the Department.

10.3 **Authorities.**

A. [29 CFR 1960 Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters.](#)

C. [5 U.S.C. Chapter 43 and 45.](#)

D. 5 CFR Parts [430](#) and [451](#).

E. Comptroller General Decisions [B-223319 July 21, 1986](#); and [B-235163.11, February 13, 1996](#).

10.4 **References.**

A. [370 DM Chapter 451, "Awards and Recognition Programs."](#)

10.5 **Policy.** The Department will establish and maintain a safety and occupational health awards program to encourage behaviors that promote safety and that contribute to the overall well-being of employees, volunteers, and visitors.

10.6 **Objectives.** The Department's awards program recognizes successes, shares best practices, and recognizes individuals and groups who have made special contributions.

## 10.7 Responsibility.

### A. Heads of Bureaus are responsible for:

- (1) Supporting the Departmental awards program.
- (2) Establishing procedures for timely review of award nominations.
- (3) Deciding which nominations merit forwarding for Department level awards consideration.

### B. Bureau Awards Coordinators are responsible for:

- (1) Coordinating nominations, announcements of awards, criteria, and timelines with the Bureau safety and occupational health manager.
- (2) Conducting clearance checks on award nominees attending convocation.
- (3) Coordinating nominations for Department level recognition through the Bureau safety and occupational health manager.
- (4) Forwarding nominations through the Bureau heads to the Departmental awards coordinator for Department level recognition.

### C. Bureau and Office Safety Managers are responsible for:

- (1) Developing a process to assure a nomination submission meets established Departmental award criteria.

### D. Director, Office of Occupational Safety and Health (OSH) is responsible for:

- (1) Advising and supporting the Departmental DASHO in carrying out their award program responsibilities.
- (2) Coordinating the development of awards program policies, directives, alternate or supplemental standards, and guidelines with the Director – Office of Human Resources, Bureaus and Offices.
- (3) Serving as liaison between the award coordinator and the Bureau awards coordinators and safety managers.
- (4) Coordinating the development of the scripts, brochures, and other media for the convocation and other safety awards ceremonies with the Departmental awards coordinator.
- (5) Coordinating the safety and health award nominations' reviews through establishment of an awards panel comprised of selected Safety and Health Council members.

- E. Department of the Interior Awards Coordinator is responsible for:
- Bureaus.
- (1) Receiving all award applications that have been forwarded by the
  - (2) Forwarding all safety and health award nominations to OSH to coordinate the technical review of the awards with the established Departmental awards panel.
- F. Department of the Interior Safety and Health Awards Panel is responsible for:
- (1) Reviewing nominations provided by the Departmental awards coordinator and OSH for denial or approval to receive the Department of the Interior Safety and Health Award of Excellence.
  - (2) Forwarding award nominations that do not meet Departmental award criteria back to the Departmental awards coordinator through OSH.
  - (3) Assisting the Departmental awards coordinator in information for the convocation and other safety awards ceremonies.
  - (4) Assisting with the convocation awards ceremonies on an as requested basis.

## 10.8 Requirements and Procedure.

A. The Safety and Health Award of Excellence Award Categories and Criteria Presented annually by the Secretary of the Interior at the award convocation, it is the highest-level safety and occupational health award granted by the Department. The **Safety and Health Award of Excellence** recognizes individuals, groups, or organizations that have performed an outstanding service for, or made a contribution of unusual value to, the safety and health of employees, visitors, and volunteers. The accomplishments of the individual or organization contribute to the establishment of a safe and healthful culture within the Department and to the Department's safety and occupational health strategic goals. See tables below.

**Table A. Occupational Safety and Health Award of Excellence - Individual**

<b>Administration</b>	<b>Award</b>
Award, Recognition, or Award Activity	Plaque, with coin, presented at the Convocation ceremony by the Secretary or their representative.
Eligible Participants	DOI Employees
Criteria	<ul style="list-style-type: none"> <li>• Creating a health and safety culture inclusive of all senior leaders, managers, employees and activities.</li> <li>• Improving ability to identify and abate hazards.</li> <li>• Implementing effective safety and health resourcing strategies.</li> <li>• Facilitating accountability and improvement through evaluation and monitoring.</li> <li>• Increasing awareness and communication within the health and safety program.</li> </ul>
Other elements or information	<ul style="list-style-type: none"> <li>• This award recognizes and demonstrates management’s high regard for the DOI employees who have made unusual and significant contributions toward the achievement of positive results in the advancement of safety and health at DOI.</li> <li>• Travel for individuals to attend the Convocation Ceremony will be the responsibility of the nominating Bureau or Office.</li> </ul>
Considerations	<ul style="list-style-type: none"> <li>• Managers and supervisors who have implemented the DOI safety and health program in their jurisdiction in an outstanding manner, developing appropriate written and oral policies, plans and programs.</li> <li>• Employees whose primary work is not in safety and health, but whose superior accomplishments have advanced the cause of safety and health.</li> <li>• Employees with full-time or collateral duty safety and health responsibilities who have achieved outstanding results in furthering safety and health.</li> </ul>

**Table B. Occupational Safety and Health Award of Excellence – Group**

<b>Administration</b>	<b>Award</b>
Award, Recognition, or Award Activity	Plaque presented at the Convocation ceremony by the Secretary or their representative.
Eligible Participants	DOI Employees or Volunteers
Criteria	<ul style="list-style-type: none"> <li>• Creating a health and safety culture inclusive of senior leaders, managers, employees and activities; that strives for prevention of accidents that cause injuries or fatalities.</li> <li>• Improving the ability to abate unsafe conditions and practices.</li> <li>• Implementing innovative work practices that enhance the organization’s safety and health program awareness.</li> <li>• Facilitating accountability and improvement through evaluation and monitoring.</li> <li>• Developing risk-reduction methods and promote managerial action to lessen human and material resource loss.</li> <li>• Advocate for the identification and control of safety, health, and environmental hazards.</li> </ul>

<b>Administration</b>	<b>Award</b>
Other elements or information	<ul style="list-style-type: none"> <li>• This is the highest-level group safety and health award granted by DOI. This award recognizes groups that have performed an outstanding service for, or made a contribution of unusual value to, the overall DOI safety and health program.</li> <li>• The DOI OSH will purchase a single award plaque to be presented, to the group or their representative, by the Secretary or their Representative at the Convocation; the purchase of additional award plaques for individual group members will be the responsibility of the nominating Bureau or Office.</li> <li>• Travel for individuals to attend the Convocation Ceremony will be the responsibility of the nominating Bureau or Office.</li> </ul>
Considerations	<ul style="list-style-type: none"> <li>• All DOI Bureau committees, groups, teams, or collective work units are eligible for the award as a collection of individuals.</li> <li>• The group's endeavors must have contributed to the establishment of a safe and healthy environment at DOI by building a culture that will move DOI toward the goal of zero loss of human and material resources.</li> </ul>

**Table C. Occupational Safety and Health Award of Excellence - Organizational**

<b>Administration</b>	<b>Award</b>
Award, Recognition, or Award Activity	Plaque presented at the Convocation ceremony by the Secretary or their representative.
Eligible Participants	Any organizational work unit within DOI, a Bureau, or Office.
Criteria	<ul style="list-style-type: none"> <li>• Creating a health and safety culture that strives for prevention of accidents that cause injuries or fatalities.</li> <li>• Improving the organization's ability to identify and abate unsafe conditions and practices.</li> <li>• Implementing innovative work practices that enhance the organization's safety and health program awareness and show measurable improvements.</li> <li>• Facilitating accountability and improvement through evaluation and monitoring.</li> <li>• Developing risk-reduction methods and promote organizational action through managers and supervisors to lessen human and material resource loss.</li> <li>• Advocate for the identification and control of safety, health, and environmental hazards.</li> </ul>
Other elements or information	<ul style="list-style-type: none"> <li>• This award is presented to organizations for outstanding safety and health program achievement. The award recognizes organizations that have made a safety and health contribution of unusual value to the employees and volunteers of the Department.</li> <li>• The DOI OSH will purchase the award plaque to be presented by the Secretary or their representative at the Convocation. The purchase of additional award plaques will be the responsibility of the nominating Bureau or Office.</li> <li>• Travel of the organizational representative to attend the Convocation Ceremony will be the responsibility of the nominating Bureau or Office.</li> </ul>
Considerations	<ul style="list-style-type: none"> <li>• Any organizational unit within the DOI, Bureau, or Office is eligible to receive the award (e.g., Bureau or Office committees, groups, teams, or collective work units).</li> <li>• The Organization's endeavors must have contributed to the establishment of a safe and healthy DOI environment by building a culture that will move DOI toward the goal of zero loss of human or material resources.</li> </ul>

B. Strategic Goals supported by the Award. The nominees must have demonstrated outstanding performance and produced significant results that align with one or more of the Department's Strategic Safety and Occupational Health Plan goals which are summarized below (the full text of the plan is available on [the Office of Occupational Safety and Health Sharepoint Site](#)).

- (1) Enhance the Role of Leadership and Management in Promoting a Culture of Safety.
- (2) Enhance Employee Inclusion, Participation, and Engagement in Achieving Safety and Health Commitments.
- (3) Prevent Exposure to Hazards and Mitigate Risk through Recognition and Prevention Programs and Processes.
- (4) Enhance Internal Evaluation and Analysis Processes to Validate the Effectiveness of the Safety and Health Program.
- (5) Improve Occupational Safety and Health Training and Awareness throughout the Department.
- (6) Implement and Continuously Improve the Occupational Safety and Health Program.

C. Eligibility. All Department employees, volunteers, and organizational components are eligible nominees for this award.

- (1) Contractors. The safety and health award cannot be used to recognize entities that have a commercial or profit-making relationship with the Department.
- (2) If individual contractors have performed exceptionally well or made a contribution that significantly exceeds the terms of their contract, a Bureau or Office may acknowledge that contribution by a letter to the contractor's employer. This "letter of appreciation" must be coordinated with the cognizant contracting officer who will send it to the employer. It is the employer's responsibility to reward or recognize its employees – and as such, to present the "letter of appreciation" to their employee.

D. Nomination and Selection Procedures.

(1) Supervisors may submit nominations on form DI-451 to their respective Bureau or Office safety and health managers by the suspense date specified by the Departmental awards coordinator. After review by the appropriate safety and health manager, the nominations will be forwarded to the Bureau or Office awards coordinator. The Bureau or Office awards coordinator will forward the award nominations to the Departmental awards coordinator, who will then forward all safety and health award nominations to the Departmental Safety and Health Council chair, through the OSH director for award consideration. The Departmental Safety and

Health Council chair will establish an awards panel to review and recommend final recipients by the established suspense date specified by the Departmental awards coordinator.

(2) The recommended recipients will be forwarded to the Departmental awards committee for further vetting, clearance, and notification to the award recipients. The Departmental awards coordinators will also request a photograph of each award recipient and a brief award narrative for inclusion in the convocation program.

(3) The OSH reserves the right, at its discretion, to issue appreciation letters or award certificates for any nominees deemed appropriate in concert with the Departmental Safety and Health Award of Excellence plaque or as an independent award.