

**DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL**

TRANSMITTAL SHEET

Release No. 320

SUBJECT: Administrative
 Part 485 Safety and Occupational Health Program
 Chapter 4 Safety Awards

EXPLANATION OF MATERIAL TRANSMITTED:

This manual chapter establishes specific awards for the recognition of outstanding safety and occupational health performance.

Director

FILING INSTRUCTIONS:

REMOVE:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
485	4	1	49

INSERT:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
485	4	2	320

OPR: Chief of Staff, Administration and Budget
Date: October 27, 2008

**Minerals Management Service
Minerals Management Service Manual**

Effective Date: October 27, 2008

Series: Administrative

Part 485: Safety and Occupational Health Program

Chapter 4: Safety Awards

Originating Office: Chief of Staff, Administration and Budget

1. **Purpose.** This policy establishes specific awards for the recognition of outstanding safety and occupational health performance.
2. **Authority.**
 - A. 29 CFR 1960.11 Evaluation of Occupational Safety and Health Performance
 - B. 485 DM 10 Safety Management Awards
3. **Policy.** The Minerals Management Service (MMS) will officially recognize individuals and groups who have performed an outstanding service or made a contribution of unusual value to the Safety and Occupational Health Program (SOHP), in cooperation with the Department where appropriate.
4. **Responsibility.** The Bureau Safety Manager (BSM) will develop, promote, and participate in the administration of MMS and Department Safety Awards.
5. **Types of Awards.**
 - A. **MMS Safety Management Award.** This award recognizes an individual or group who makes notable contributions to the MMS SOHP.
 - (1) The BSM issues nomination forms and guidelines annually.
 - (2) Any employee may submit a nomination including a brief justification to the BSM.
 - (3) The BSM will review the nomination and obtain appropriate concurrence before granting this award.
 - (4) At a minimum, the award consists of a certificate including a brief citation.
 - B. **Departmental Safety Excellence Award.** This award recognizes an individual, group, bureau, office, or organizational unit which has performed an outstanding service for or made a contribution of unusual value to the Department's SOHP.

(1) The Department issues nomination forms and guidelines annually.

(2) The BSM will review and act on all nominations received and coordinate with the Department as required.

C. MMS Safety Inspection and Service Awards. These awards recognize the achievements of the MMS's field inspection workforce who demonstrate a commitment to safety in all aspects of their daily activities, including working in the offshore environment. The Office of Offshore Regulatory Programs is responsible for tracking the eligibility of employees and the administration of these awards.

(1) New employees will become eligible for these awards after 1 full year of employment.

(2) The award period is the calendar year. Award recipients will be determined by March 1 of the following year.

(3) To qualify for the Annual MMS Safety Inspection and Service Award an employee must.

(a) Work a minimum of 50 days or 400 hours offshore or in the field each year.

(b) Have no work-related injury/illness that results in a lost work day or restricted-duty during the award period.

(c) Attend six documented safety meetings within the award period.

(d) Present at least two safety meeting topics per award period.

(e) Work for one award period without experiencing a Government vehicular incident.

(4) To qualify for the 5-Year Increment Safety Inspection and Service Award an employee must be eligible for the Annual MMS Safety and Service Award for 5 consecutive years.

(5) At a minimum the awards consist of a certificate and a brief citation.