



Northwest Public Power Association

October 31, 2018

TO: NWPPA Member Utilities

FROM: Andy Larson, Safety Committee Chairman, NWPPA Engineering & Operations Conference

RE: NWPPA 2019 Utility Safety Contest – **Deadline – February 8, 2019**

The Safety Committee of the 2019 Engineering & Operations Conference would like to invite your utility to participate in the NWPPA Annual Safety Contest. Awards will be presented at the 2019 Engineering & Operations Conference and Tradeshow to be held April 8-11, 2019 in Spokane, Washington.

The contest deadline is February 8, 2019. To be eligible, complete the attached Annual Report Form and email or fax it to Dale Mayuiers, Training Manager, NWPPA, Dale@nwppa.org, or fax 360-254-5731 by the contest deadline.

Enclosed is a copy of the Rules and Annual Report Form for your use. Note that all reports will be held confidentially. The data needed to complete your report form is readily available from your OSHA Form 300 or OSHA Form 300A.

Should you have any questions about the Safety Contest, please contact one of the Safety Committee members listed below or Dale Mayuiers, NWPPA Training Manager, at 360-816-1448 / Dale@nwppa.org.

Mr. Andy Larson

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Journeyman Line/Wireman
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Best Regards,
Andy Larson
Safety Committee Chairman
NWPPA 2019 Engineering & Operations Conference

Deadline for Entry: February 8, 2019

Submit to:

Safety Contest Annual Report
Attn: Dale Mayuiers
Northwest Public Power Association
Vancouver, Washington
Fax: 360-254-5731
Email: Dale@nwppa.org

Summary of Incident Experience: January 1, 2018 through December 31, 2018

Utility _____

Address _____

City/State/Zip _____ Phone _____

IMPORTANT: Please show all information requested applicable to the Electric Utility

- A.
 - 1. Total employee hours of exposure for year 2018 _____
 - 2. Average number of employees _____

- B. Recordable injuries or illness: (WORK RELATED ONLY)
 - 1. Total number of recordable cases _____
(Add column G+H+I+J on the OSHA 300 Form for this total)
 - 2. Number of fatalities _____
(Use column G on the OSHA 300 Form)

- C. Days Away, Restricted, Transferred
 - 1. Number of cases away, restricted or transferred from work – injuries/illness _____
(Add column H+ I from OSHA 300 Form for this total)
 - 2. Number of days away, restricted or transferred from work – injuries/illness _____
(Add column K +L from OSHA 300 Form for this total)

- D. Total Injury & Illness rate:
$$\frac{\text{Number recordable cases (item B1) X 200,000}}{\text{Employee hours of exposure (item A1)}} = \underline{\hspace{2cm}}$$

- E. Days Away, Restricted, Transferred (DART) rate:
$$\frac{\text{Total DART cases (item C1) X 200,000}}{\text{Employee hours of exposure (item A1)}} = \underline{\hspace{2cm}}$$

NOTE: Names of utilities reporting will be held confidential

Submitted by: _____ Title _____
(Please print) Email: _____ Date: _____

**Northwest Public Power Association
Safety Contest
Rules & Regulations
For Electric Utilities
January 1 through December 31, Annually**

Rule 1 Contest Eligibility

Any NWPPA member meeting the requirements of these rules is eligible to enter this contest upon written application by the member. To remain eligible, each member participant shall submit an annual report of their accident or injury experience and employee hours worked as required on the safety contest form provided by the association. If a fatality occurs during the contest year the Utility is ineligible to win an award.

Rule 2 Grouping of Contestants

- a) Contestants shall be divided into various competing groups based upon the number of employee hours worked. The groups will be determined based on the number of entries.
- b) The number of participants required for the formation or continuation of any competing group shall be determined by the Contest Committee.

Rule 3 Reporting Employee Hours

For the purpose of this contest, each contestant must include in their report the employee hours covering employees and supervisors on all shifts including operating, production, maintenance, clerical, office and all other departments associated with or in support of the electric utility only.

Rule 4 Contest Periods

Each contest period shall start January 1 and terminate December 31 of the same year.

Rule 5 Basis of Awards

The winner of each group shall be the contestant having the lowest total injury and illness (incidence) rate. If there is a tie, the Days Away, Restricted, Transferred (DART) "severity" rate using the total DART cases will be used.

Rule 6 Awards

NWPPA will present Safety Contest award certificates for first, second and third place in each competing group.

Rule 7 Reportable Injuries or Illness

A reportable injury or illness shall be the term applied to any injury or illness arising out of and in the course of employment which results in death, days away from work, restricted work activity or medical treatment.

Rule 8 Report Form - A Part of Rules

All definitions pertaining to exposure, employees, etc., printed on the contest report form shall be considered a part of these rules.

Rule 9 Reporting Procedure

Each contestant shall submit by email or fax the above annual report by **February 8, 2019** to the attention of Dale Mayuiers, Training Manager, Northwest Public Power Association, fax: (360)254-5731; email: Dale@nwppa.org.

Rule 10 Reports Confidential

All contest reports received by the association will be considered confidential. Those units ranking first, second or third in any contest group and all contestants having perfect records will be identified by name.

Rule 11 Changes

The Northwest Public Power Association reserves the right to:

- a) Cancel or combine any groups or to cancel the contest whenever the number of contestants is deemed insufficient to sustain competition.
- b) Establish additional groups whenever the number and character of contestants warrant.
- c) Reclassify or withdraw any unit at any time such unit is proven to be in variance with these rules.

Rule 12 Questions

All questions relating to contest, including reportability of injuries or illness, classification or contestants, etc., shall be referred to NWPPA for referral to the Contest Committee when necessary. All decisions of the Contest Committee shall be final.

A Guide to Correct Entries

The following definitions conform to Title 29 of the Code of Federal Regulations, Section 1904, Recordkeeping and the Federal OSHA Recordkeeping Policies and Procedures Manual, CPL 02-00-135; reference is made to these guidance documents for further details.

Hours of Exposure

The employee hours of exposure are the total employee hours worked by all employees, including all departments such as production, maintenance, transportation, administrative, office and sales. The total employee hours are preferably calculated from the time clock, foreman's card or payroll records. If such records are not available, the number is estimated from the average number of employees.

The estimated number of employee hours is obtained by multiplying the average number of full-time employees by the average number of hours worked per week and multiplying that product by the number of working weeks in that period. For 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 employee hours of exposure for the year would be 100 times 40 times 50 which equals 200,000. Then add the number of overtime hours as well as the hours worked by other employees (part-time, temporary, and seasonal). Sick leave and vacation hours do not count towards the total.

Average Number of Employees

To obtain the average number of employees, add the total number of all employees (including full-time, part-time, temporary, seasonal, salaried, and hourly) at your establishment paid in each pay period. Divide the total number of employees by the number of pay periods in the calendar year; round the answer to the next highest whole number.

Number of Injuries/Illness

All disabilities arising out of and during the course of employment, whether accidental injuries or occupational illness, and conforming to the following four types of injuries or illnesses are counted. The number of recordable injuries and NOT the number of accidents is reported. If, for example ten employees are injured in a single explosion, ten injuries should be counted.

Types of injury or illness used in reporting are limited to the following:

1) **Fatality**

Fatality includes any death resulting from an occupational injury or illness regardless of the length of time which elapses between the work-related injury or illness and the date of death.

2) **Days away from work**

Count the number of calendar days the employee was unable to work as a result of the injury or illness, regardless of whether or not the employee was scheduled to work on those day(s). Weekend days, holidays, vacation days or other days off are included in the total number of days recorded if the employee would not have been able to work on those days because of a work-related injury or illness. If the injury or illness resulted in more than 180 calendar days away from work and/or days of job transfer or restriction, then the maximum number of lost or restricted days is recorded as 180.

3) **Job Transfer or Restricted Work Activity**

Job transfer or restricted work activity occurs when, as a result of a work-related injury or illness, an employer or health care professional keeps, or recommends keeping, an employee from doing his/her job or from working a full workday that the employee would have been scheduled to work before the injury/illness occurred.

4) **Medical Treatment**

Medical treatment means any treatment not contained in the list of first aid treatments (see reference documents) and loss of consciousness. Medical treatment does not include visits to a healthcare professional for observation, counseling, or diagnostic procedures. Examples of first aid include: non-prescription medications at non-prescription strength, hot or cold therapy, eye patches, finger guards, tetanus immunizations and Band-Aids™ or butterfly bandages.

Days Away, Restricted or Transferred From Work (DART)

Count the total number of:

- 1). Days away, which is the number of calendar days the employee was away from work. Do not count the day on which the injury or illness occurred; begin counting on the day after the incident occurs and,
- 2) Days of restricted work activity or job transfer as a result of the recordable injury or illness. An employee's work is considered restricted when (A) the employer keeps the employee from performing one or more of the routine functions of his or her job (job functions that the employee regularly performs at least once per week), or from working the full workday that he or she would otherwise have been scheduled to work, or (B) a physician or other licensed health care professional recommends that the employee not perform one or more of the routine functions of his or her job, or not work the full workday that he or she would otherwise have been scheduled to worked. Do not count the day on which the injury or illness occurred; begin counting on the day after the incident occurs.

You may stop counting days away from work or restricted work activity once the total of either or the combination of both reaches 180.

Computation of Rates

The incidence rate is the number of recordable injuries and/or illnesses per 200,000 employee hours, computed according to the following formula:

$$\frac{\text{Number of recordable cases X 200,000}}{\text{Employee hours of exposure}} = \text{Total Injury \& Illness Rate}$$

The DART (severity) rate is the number of cases with days away, restricted or transferred (DART) days per 200,000 employee hours worked, as follows:

$$\frac{(\text{Injury \& illness cases with days away + restricted days + transferred work days}) \text{ X } 200,000}{\text{Employee hours of exposure}} = \text{DART Rate}$$

If the outcome of a case is not definitely known at the time of the report, the probable disability should be estimated on the basic medical opinion and included.

For further clarification please refer to: OSHA's Recordkeeping *Policies and Procedures Manual*, CPL 02-00-135. This publication can be accessed at:

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=DIRECTIVES&p_id=3205

Deadline Date

To be eligible for the Contest Awards Program all entries must be received at the Northwest Public Power Association office no later than **February 8, 2019** following the contest period. Each contestant shall submit by email or fax the above annual report to the attention of Dale Mayuiers, Training Manager, Northwest Public Power Association, fax: (360)254-5731; email: Dale@nwppa.org.

Announcement Date and Event

Safety is of the highest priority to our members and winning an NWPPA Safety Award is in recognition of the extra effort made by NWPPA member utilities.

Safety Contest award winners will be given a plaque, photographed and will be announced at the NWPPA Engineering & Operations Conference and Tradeshow during the Thursday evening award banquet. All utilities are encouraged to be represented at the Thursday evening award banquet. If you would like to attend the awards dinner but are not already registered and attending the conference the cost of the banquet is \$60 per person to cover the meal and refreshment costs. Please register in advance through the NWPPA website or by noon at the NWPPA registration desk at the conference.

Award winners will be announced to the general Conference and Tradeshow attendees at the Thursday evening banquet (slideshow with announcements made by the Safety Committee Chairman). In addition, an article with a group photo of the award winners will be included in NWPPA's monthly *Bulletin* and *e-Bulletin*.

Copies of photos of the award winners may be requested by emailing Dale Mayuiers, Dale@nwppa.org fax (360) 254-5731.