

## 840 Safety Awareness Programs

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### 841 Program Promotion

#### 841.1 Objectives

The purpose of the Safety Awareness Program is to promote interest, increase safety awareness, and gain acceptance of safe work practices. The aim is to secure maximum employee participation through the effective use of media and individual or group recognition. The cooperation of the local safety and health committee in the promotion of safety is to be encouraged.

#### 841.2 Local Needs

Effective promotional programs must be based on a thorough study of local needs. Accurate planning and analysis are essential to achieve program objectives.

#### 841.3 Media

Districts, plants, and other installations should procure or develop and distribute posters, publications, films, bulletins, pamphlets, newsletters, displays, etc., based on current and projected accident trends. The display of safety posters distributed by Headquarters must be kept current. Budgeting for safety promotional needs must be included in program planning.

### 842 National Safety Awards and Contests

#### 842.1 Participation

All eligible installations must participate in the National Safety Council's Safe Driver Award Program. Additionally, all eligible installations should participate in:

- a. The National Safety Council's National Fleet Safety Contest.
- b. The National Safety Council's Injury Prevention Contest

#### 842.2 Safe Driver Award Program

##### 842.21 Recognition

The National Safety Council Safe Driver Award is the recognized trademark of professional drivers who have proved their skill in avoiding traffic accidents.

##### 842.22 Performance

The award plan is more than a means of rewarding drivers with good safety records. The guidelines in the National Safety Council Safe Driver Award Rules establish what is expected of professional drivers in the way of safety performance: the ability to operate a motor vehicle without having a preventable (by National Safety Council definition) accident.

These guidelines constitute a yardstick by which drivers can measure their own performance and by which supervisors can measure the performance of individual drivers. When this standard of performance is clearly understood by both drivers and supervisors, it becomes a logical, fair, and workable basis for effective safety supervision. These rules are not intended as the yardstick of disciplinary action.

#### 842.23 **Participation**

Postal installations having one or more postal employees operating postal-owned, hired, leased, contract, or private vehicles in conducting postal business must participate in the Safe Driver Award Program. All postal personnel operating motor vehicles on official business are eligible to participate in the Safe Driver Award Program under the rules for administering the National Safety Council's Safe Driver Award Plan (Postal Service edition). Contractors, contract personnel, supervisors, and personnel who drive sporadically or only during seasonal periods, holidays, vacations, etc., are excluded.

#### 842.24 **Preventability**

After a vehicle accident, a determination must be made by a designated postal official or the Safe Driver Award Committee as to whether the accident was considered preventable for the purpose of evaluating eligibility for the National Safety Council Safe Driver Award.

#### 842.25 **Safe Driver Award Rules**

For details on administering the National Safety Council's Safe Driver Award Program, see the latest Postal Service version of Safe Driver Award Rules.

#### 842.26 **Privacy Act Considerations**

Safe driver award records contain information about individuals. As such, they may be handled and disclosed only in accordance with the Privacy Act and its implementing instructions. An individual's award records and related correspondence are maintained within the Postal Service as the privacy system entitled USPS 120.170, Personnel Records — Safe Driver Award Records.

### 843 **Safety Incentive Programs**

#### 843.1 **Concept**

Safe working conditions and appropriate safety equipment are not always enough to prevent on-the-job injuries. Effective safety programs also need employee participation, team effort, and sustained safety consciousness. Safety incentive programs can motivate employee involvement and safety consciousness through awards or contests that incorporate the use of recognition and rewards. Incentive programs must not be used to encourage nonreporting of accidents, injuries, or illness. Individual safety contests, awards, and incentive programs must be approved before implementation, in accordance with 620, Contests.

**843.2 Selected Programs**

Increased safety incentive may be accomplished with programs that recognize driver-of-the-month or -year, safety-captain-of-the-month or -year, best safety slogan, fewest violations during safety inspections, demonstrated safety consciousness, best accident record, million-mile awards, etc. Creative development of new and interesting programs designed to capture and stimulate interest should be encouraged. Sharing of ideas through cooperative exchange with other agencies or local private industry is encouraged.

**843.3 Administration**

The installation head or designee conducts, controls, and is responsible for approved driver and industrial safety incentive programs (see 620 for implementation procedures).

**843.4 Presentation Ceremonies**

Installation heads must provide publicity and an appropriate ceremony for each incentive award.

**844 Seatbelt Use Incentive****844.1 Policy**

The amount of \$10,000 will be paid to the estate of any postal employee who, while in a pay-duty status, sustains fatal injuries as the result of a job-related motor vehicle accident, provided he or she is wearing the lap belt and shoulder belt when required and is not in violation of the traffic laws and postal policy at the time of the accident.

**844.2 Determination**

It is the responsibility of the investigation board, to determine and document whether or not an employee was wearing a seat belt at the time of the accident and that no traffic law was being violated by the postal driver. Such determinations are based on, but not limited to, postal and/or police accident investigative reports, autopsy reports, and/or interviews with witnesses, ambulance attendants, police, or attending medical and hospital personnel. For purposes of this incentive program, where a determination and documentation cannot be made or is conflicting, it will be assumed that the employee was wearing a seat belt and was in compliance with the law.

**844.3 Payment**

Upon receipt of the board's final investigative report, the area vice president notifies the area Human Resources manager, via memorandum, that payment should be made to the employee's estate. Included with the memorandum is a copy of the board's investigative report summary. The area Human Resources manager requests payment from the Eagan Accounting Service Center and transmits the check to the division manager for disbursement to the employee's estate. A copy of the request for payment is to be forwarded to Safety Performance Management, Headquarters, and is part of the serious accident file.